

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

DR. STEVEN KOLDEN, SUPERINTENDENT

FINANCIAL AFFAIRS COMMITTEE MEETING

**MONDAY, MARCH 19, 2012
7:00 PM
COLBY DISTRICT EDUCATION CENTER**

OPEN MEETING

AGENDA

- 1) Review Invoices & Receipts

Committee Members Include: Donna Krueger, Chair
Dennis Engel
Todd Schmidt

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

STEVEN KOLDEN, SUPERINTENDENT

REGULAR SCHOOL BOARD MEETING

Monday, March 19, 2012 – 7:30 PM

Colby District Education Center

MEETING NORMS

- *The Board President will actively monitor our interactions.*
- *We will actively listen and not interrupt others.*

AGENDA:

1. CALL TO ORDER / ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. NOTICE OF POSTING
4. PUBLIC PARTICIPATION
5. STUDENT/STAFF IPAD DEMONSTRATION
6. BOARD COMMENDATIONS
7. INFORMATION ITEMS:
 - 7.01 Correspondence
 - 7.01-1 Thank You from Rick Londre Family
 - 7.02 Student Representative's Report
 - 7.03 Superintendent's Report – Steve Kolden [Clark County Economic Development Corporation; Senate Bill-381 and Assembly Bill-476 Changes to Canvassing Election; Legislative Meeting in Medford; WASB Handbook Revisions; Budget Update; Curriculum Updates; Writing Rubrics]
8. CONSENT AGENDA
 - 8.01 Minutes from February 20, 2012 Regular Board Meeting
 - 8.02 Requests for Out-of-State Travel
 - 8.02-1 Middle School Choir Trip to Gurnee, IL
 - 8.02-2 Other Requests (If Any)
 - 8.03 Approve Board Member Attendance at Meetings Other Than Regular, Special or Committee Meetings
 - 8.03-1 Medford Legislative Meeting – April 16
 - 8.03-2 Clark County Board Meeting – April 18
 - 8.04 Approve Board Member Expenses for Travel Outside the District
 - 8.04-1 Medford Legislative Meeting – April 16
 - 8.04-2 Clark County Board Meeting – April 18
 - 8.05 Staff Resignations/Retirements/Leave Requests
 - 8.05-1 Chris Thieme, CDEC
 - 8.05-2 Other Resignations/Retirements/Leave Requests (If Any)
 - 8.06 Personnel – Transfers / New Hires
 - 8.06-1 Deb Bloome, Middle School ELL Paraprofessional
 - 8.06-2 Other Transfers/Hire (If Any)
9. REGULAR BUSINESS – CONSIDERATION OF:
 - 9.01 Agenda Items Moved From Consent Agenda
 - 9.02 Recommendation of Finance Committee

10. DISCUSSION INFORMATION
- 10.01 Consideration of Reports of Board Members' Attendance at Seminars and Workshops
 - 10.02 School Calendar Survey
 - 10.03 Employee Handbook Part II, Section 8 and Part IV, Section 9
 - 10.04 Implementation Date for Employee Handbook Part I, Sections 9.01, 9.02, 9.03, 9.04, 9.07, 11.01, 11.02, 12.01, 12.03, 12.04
11. ACTION INFORMATION
- 11.01 Approval of Part II of Employee Handbook
 - 11.02 Approval of Part III of Employee Handbook
 - 11.03 Approval of Part IV of Employee Handbook
 - 11.04 Approval of Part V of Employee Handbook
 - 11.05 Approval of Part VI of Employee Handbook
 - 11.06 Approval of Employee Handbook Appendix
 - 11.07 Implementation Date for Part III, Sections 5.02 & 6.01; Part IV, Section 7.02; Part VI, Section 2.04 (Lunch Included);
 - 11.08 Approve 2012-13 School Calendar
 - 11.09 Approve 66.0301 with Abbotsford for NTC Marketing Program
 - 11.10 Approve the Addition of District Chemical Hygiene Coordinator
 - 11.11 Owen-Withee Wrestling Coop
 - 11.12 First Reading of Policies: #162 New Board Member Orientation; # 164 – Board Member Expenses; #381 – Teaching About Controversial Issues; #423 Open Enrollment; #522.1 – Drug-free Workplace; #522.5 – Staff Participation in Political Activities; #524 – Staff Gifts, Rebates, Discounts; #532.4 – Emergency Sick Leave Pool; #690 Disposal of District Equipment; #720 – Safety Program
 - 11.13 Consideration of Deletion of Policies: #536.3 Exhibit – Article XI-Retirement
 - 11.14 Consideration of Deletion of Policies and Moved to Administrative Procedure: Exhibit #533(5) – Application for Certified Employment; Exhibit #537(3)(4)(5)(6) – Professional Growth Plan; Exhibit #538(1)(2) – Teacher Observation Report/Evaluation; Exhibit #543 – Application for Employment; Exhibit #545(2) – Support Staff Evaluation Form; Policy and Exhibit #672.1 – Notice for Milk Bids; Exhibit #723.3 Emergency School Closing
12. CONVENE TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) FOR THE PURPOSES OF:
- c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- The Board will consider:
- 12.01 Agenda Items Moved From Consent Agenda
 - 12.02 Superintendent Position Evaluation
 - 12.03 CEA Salary Negotiations
 - 12.04 Possible Employee Nonrenewal
 - 12.05 Reconvene in Open Session
13. THE BOARD WILL RECONVENE IN OPEN SESSION IMMEDIATELY UPON COMPLETING THE CLOSED SESSION TO TAKE ACTION, IF NECESSARY, ON SELECTED MATTERS DISCUSSED IN CLOSED SESSION.

14. IDENTIFY ITEMS FOR NEXT AGENDA

14.01 Schedule Meetings:

14.01-1 Finance Committee Meeting – April 23, 2012 @ 7 PM

14.01-2 Regular Board of Education Meeting – April 23, 2012 @ 7:30 PM

14.01-3 Board of Education Reorganizational Meeting – April 23 OR 30, 2012 @ 7:30 PM

14.01-4 Facilities and Transportation Committee Meeting - ?

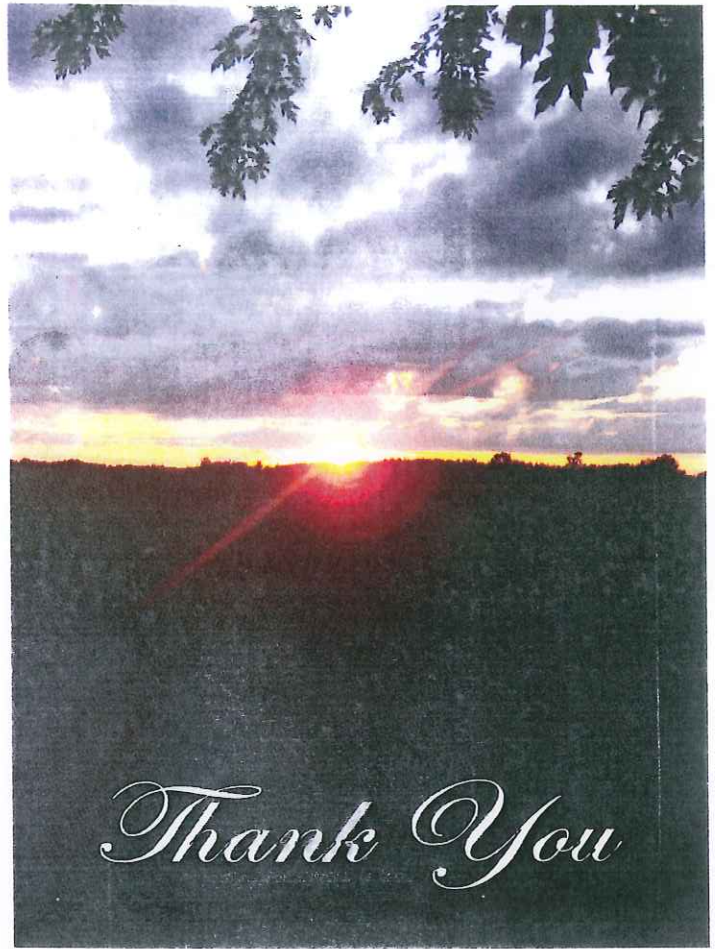
14.01-5 Personnel Committee Meeting - ?

14.01-6 Policy and Curriculum Committee Meeting - ?

15. ADJOURNMENT

Scenic Picture In Our Back Yard Taken By:
Rick Londre
Oct. 2011

Created By: Mary Kay Londre



Forever in my heart!



Nothing on earth made our life together more worthwhile than the sunshine and warmth of my husband's wonderful humor and beautiful smile he carried for miles and miles.

I will cherish him forever and ever.

Rick will never be forgotten.

Thank you for your thoughts, prayers and loving support
Mary Kay Londre

Perhaps you sent a lovely card
or sat quietly in a chair...

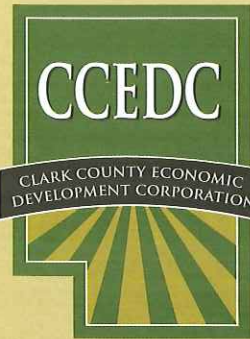
Perhaps you sent a floral piece
if so we saw it there...

Perhaps you spoke the kindest words
as any friend could say...

Perhaps you were not there at all
just thought of us that day...

Whatever you did to console our
hearts
We thank you so much whatever the
part...

The Family of
Richard N Londre



Clark County Schools Campaign

1st Quarter, 2012

SAVE THE DATE:
**Clark County Economic
Development
Corporation**
22nd Annual Meeting
Monday, April 23rd,
2012
American Legion Hall
Loyal, WI
**Come support our local
companies that will be
speaking that evening.**
**Invitations will be mailed
in March.**



Clark County Economic Development Corporation in partnership with the school districts of Clark County has invested in a billboard campaign to support our local schools to help retain and recruit families and employees within our county. The boards went up in February and will remain up for a number of months. They are located on Hwy 10, east of Neillsville, Hwy H, east of Chili and the Intersection of Hwy 13/29, Abbotsford.

A word from our partners:



"I would like to thank Clark County Economic Development Corporation for recognizing the important role schools have in the promotion of our county. The billboards promoting Clark County Schools are an example of how we can work together to ensure people are aware of the opportunities available here in Central Wisconsin."

For some, schools are the reason for starting or relocating a business. It is imperative that education, business, industry, local municipalities, and government officials work collectively to promote the virtues of our county."

ates that have the ability to compete at a state, national, and global level."



"It is evident that Clark County has an unlimited potential for growth. Schools are often the reason for choosing where to live.

"As a school official who works closely with neighboring districts in a variety of capacities, I see first hand, reasons why residents of Clark County can and should be proud of their schools. With ever tightening resources, our schools continue to turn out gradu-

"The billboards are a great way to not only promote our schools, but promote our county. Thank you again for recognizing the value of our schools and for having the vision to include education as part of an enticement for people to consider Clark County!"

*Reed Welsh, Abbotsford
John Gaier, Neillsville*



"THANK YOU to Clark County Economic Development Corporation for their efforts and leadership in promoting pre-K-12 education in Clark County. The recognition of the integral relationship between public schools, local Chambers and the larger Clark County community is what will continue to strengthen and sustain our economic growth long into the future!"
Steve Kolden, Colby

**Clark County Economic
Development Corporation
& Tourism Bureau**
301 N. Main St.
P.O. Box 236
Loyal, WI 54446

Executive Director
Sheila M. Nyberg

Office Manager
Nancy Gaddis

Contact
phone: 715-255-9100
fax: 715-255-9153
tourism: 888-CLARK-WI
e-mail: clarkwi@tds.net
www.clark-cty-wi.org

Steven Kolden

From: wasda@wasda.org
Sent: Friday, February 17, 2012 10:37 AM
To: Steven Kolden
Subject: SB-381/AB-476: Changes to the Canvassing of Election

To WASDA & WASSA Members,

We received the following information from the Government Accountability Board that we wanted to share with you and your staff regarding canvassing of school district elections:

I wanted to inform you of likely changes in election law procedures for canvassing the election returns. In 2011, Act 23 and Act 75 made considerable changes to the way elections are administered. Specifically, these acts change the time period for late-arriving absentee and provisional ballots, providing voters until 4:00 p.m. on Friday after the election to either provide the missing information for provisional ballots or for absentee electors to get their ballot to the municipal clerk (as long as it was postmarked by election day).

The reason I am contacting you is that these bills will change the time period for canvassing of school district elections. The bills require the municipal clerk to:

deliver all ballots, statements, tally sheets, lists, and envelopes relating to a school

district election to the school district clerk, excluding any absentee ballots that are received after the closing hour on election night and any provisional ballots, by 4 p.m. on the day following each such election and shall deliver to the school district clerk any amended statements, tally sheets, and lists for additional provisional and absentee ballots canvassed under s. 16.97 (4) or 7.515 (6) (b) no later than 4 p.m. on the Monday after the election.

Because school district canvass board may not have complete election returns until 4 p.m. on Monday, the bills provide that school board of canvassers are required to meet no later than Tuesday (a week after the election) by 9 a.m., and must complete their canvass by that same day at 4 p.m.

If the board of canvassers meets before 4 p.m. on the Monday after the election and thereafter receives amended statements, tally sheets, and lists from a municipal clerk for provisional or absentee ballots that are eligible to be counted under s. 6.97 (4) or 7.515 (6) (b), the board of canvassers shall reconvene no later than 9 a.m. on the Tuesday after the election and shall adjust the returns accordingly. No later than 4 p.m. on the Tuesday after the election, the board of canvassers shall complete the

canvass and shall prepare a written statement showing the numbers of votes cast for each person for each office and for and against each question and shall prepare a determination showing the names of the persons who are elected to the school board and the results of any school district referendum.

It is anticipated these bills will be passed, signed by the Governor and published by the Secretary of State before the February 21, 2012 election. The G.A.B. has communicated with the municipal and county clerks via a communication on Monday, which is available: <http://gab.wi.gov/node/2206>

Steven Kolden

From: Jennifer Kuenne [kuennje@medford.k12.wi.us]
Sent: Wednesday, March 14, 2012 11:40 AM
To: Legislative Meeting Administrators; Legislative Organizations
Cc: Legislative Meeting Legislators
Subject: Legislative Meeting

Good Morning,

I am happy to say that despite some rumors that we were not going to have the Legislative Meeting, we have a few confirmations of legislator attendees for our meeting, scheduled for Monday, April 16, starting at 6 p.m. (light meal). Those attendees include:

Senator Pam Galloway (yes) (R)
Senator Jim Holperin (yes) (D)

Representative Donna Seidel (yes - candidate for Senator Pam Galloway's seat in recall election) (D)
Representative Mary Williams (maybe) (R)

Kristen Dexter (yes - candidate for Senator Terry Moulton's seat in recall election) (D)

Those that are not able to attend or who have not responded include:

Governor Scott Walker (no) (R)

Senator Robert Jauch (no - conflict in schedule) (D)
Senator Terry Moulton (no) (R)
Senator Kathleen Vinehout (no response - candidate for Governor Scott Walker's position in recall election) (D)

Representative Tom Larson (no response) (R)
Representative Jerry Petrowski (no response) (R)
Representative Roger Rivard (no response) (R)
Representative Scott Suder (no) (R)
Representative Tom Tiffany (no) (R)

In an effort to put the "booklet" together and solidify some questions to start the program off with, please submit to me by April 4 those who will be attending from your district (including name and title - so I can put the name tags together), and, if you have a specific question(s) that you would like asked the representatives and/or candidates, please submit that to me.

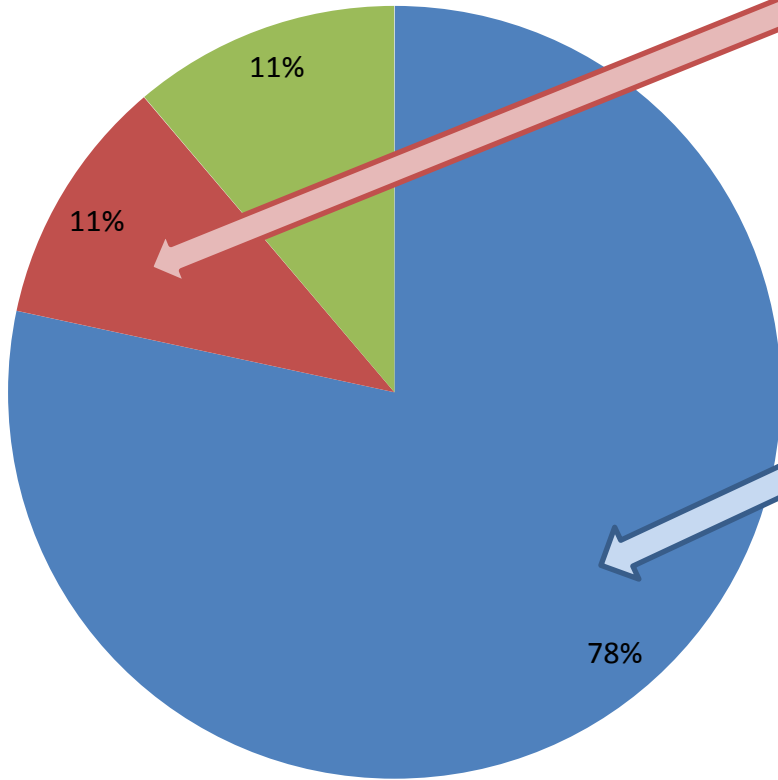
Once I complete the booklet, I will send you a copy via email for you to share with your board, etc.

If you have any further questions, please let me know.

--
Jennifer Kuenne
Administrative Assistant

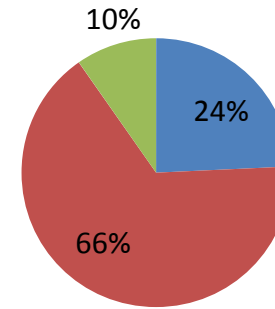
2011-12 Total Budget Costs

■ Labor Costs ■ Non-Labor ■ ALL other items in Budget



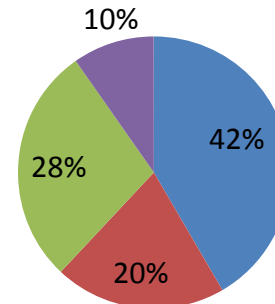
2011-12 Non-Labor Costs

■ Utilities
■ Transportation
■ Technology (not personnel)



2011-12 Labor Costs

■ CEA salary
■ Support / Admin salary
■ ALL staff health insurance
■ ALL staff fringe



Process for K-12 Curriculum Revision (Curriculum planning and development)

Curriculum maps are the tool used to connect the new Common Core State Standards with the targeted learning goals of your coursework. Under current NCLB law, teachers are responsible for being able to produce a record of all they have taught. This record is the curriculum maps that are created and saved on the Share Volume. All staff will use the mapping process to write curriculums. Curriculum revision is an ongoing process that has been set up on a 7 year cycle by the state.

Revision Cycle

2010-11 Language Arts (K-12), Math (6-12)

2011-12 Math (K-5), Science (K-12), Health (K-12)

2012-13 Social Studies (K-12), PE (K-12)

2012-13 Career and Technical Education, Info and Technology Literacy (6-12)

2013-14 World Languages

2014-15 Fine Arts, School Counseling

2015-16 Early Learning

Remember curriculum revision is a cyclical process and each content area will be on a different year cycle. Phases may take more than one year to complete, for example: writing new curriculum may begin during phase 2 and be completed in phase 3.

Phase 1 – UNDERSTANDING

- Review standing curriculum for gaps, redundancies, connections
- Research new standards or any curriculum changes set by state or national(if any)
- Review K-12 scope and sequence in cross grade level teams
- Participate in CESA or other trainings that address curriculum or state mandates

Phase 2 – CURRICULUM ALIGNMENT

- Begin re-organizing/writing curriculum on district curriculum map template - Are our learning targets clear? Are a variety of learning styles addressed? Do they match state and national expectations?
- Evaluate assessments for effectiveness – Are the students learning? Do assessments match curriculum learning targets?
- Research new materials that support curriculum learning targets – Are the materials we use supportive of the curriculum, diverse learning styles of students and integrated?
- Develop K-12 scope and sequence – What gaps or new learning targets need to be included?
- Research new teaching strategies and assessments – Are there a variety of learning strategies/assessments used in our units that allow for diversity and higher order thinking skills?

Phase 3 – IMPLEMENTATION

- Select/Purchase new materials if needed to support curriculum
- Implement and complete revision of new curriculum – Get comfortable with it.
- Evaluate assessments based on revised curriculum
- Plan and Develop new units and lessons based on gaps, changes and inclusion of new teaching strategies and reflective practices.

Phases 4-7 – REFLECTION AND DEVELOPMENT

- Evaluate and reflect on curriculum for its effectiveness
- Select and use high quality instructional strategies to support curriculum
- Collect, plan and develop units, learning activities and resources that support and integrate curriculum
- Research and develop technology support, interventions, and differentiation strategies that promote learning for all students.
- Research and Try new topics, strategies, activities
- Collaborate with other teachers on planning for writing and presentations experiences in the content areas.
- Participate in staff development trainings on new teaching strategies or learning activities
- Evaluate and reflect on the K-12 scope and sequence of your curriculum.

How to Write and Save a Curriculum Map

Teachers will need to complete a standard curriculum map that outlines the content goals, learning targets, skills and general activities of your curriculum course plan, and is aligned to the Common Core State Standards. This curriculum map does not delve into the unit plans or specific learning activities.

1. This map" template" is located on the Share Volume under Curriculum Maps and will be accessible by all staff. Changes cannot be made to the Share Volume.
2. Save a copy of the template to your files and enter new information; name and save the file for your use and reference.
3. Send a file copy to Kathy Polzin (HS) upon completion or updating so that it can be saved on the share volume. Please note year date change on revised curriculums before sending copy to Kathy.

New course curriculums

Work with your Principal to complete the forms needed for a new curriculum. These forms are located in the Share Volume and must be reviewed by the Curriculum Council prior to working on a Curriculum Map. Once the new course is approved, you may begin creating a Curriculum Map that outlines the content goals and learning targets of your course. Once complete, it should be shared with your building Principal and the Curriculum Council prior to teaching the course. Unit plans and specific learning activities for individual lessons will be developed by you to share with your building Principal after the approval process.

Writing Rubric Gr. 2-5

Name: _____ Topic: _____

Date: _____ Score: _____

	5	4	3	2	1
Ideas and Content Main topic Supporting details	Clear topic Strong main idea Supported by well researched details New ideas, facts included	Focused topic Main idea Researched details Some new ideas	Mostly focused on topic Some ideas don't fit. Few researched details	Topic is somewhat stated Few original ideas, Few details or do not fit topic	No clear topic No details Ideas not in order or do not fit topic.
Organization Structure Introduction Conclusion	Inviting beginning, middle, end; Paragraphs are connected and support main idea. Order makes sense	Good beginning, middle, end; Good paragraphs Ideas connected, in order and make sense	Beginning, middle, end not clear Weak paragraphs Some ideas connected, in order and make sense	Attempts beginning, middle, end; Few paragraphs. Order is confusing	Lacks beginning, middle, end; Ideas not connected Hard to find main ideas.
Word choice Clear Interesting Paints a picture	Interesting, exact Words used correctly Language paints a picture with descriptive words	Some variety Correct usage Interesting description words	Some variety, no feelings Mostly correct usage Words support ideas	Limited or little use of word choice and descriptive words. Incorrect or confusing	Repeats too much, Inappropriate word choice, No attempt at descriptive words
Sentence Fluency Rhythm, flow variety	Connected, clear meaning in complete sentences. Good variety of length Natural and flowing Supports topic	Clearly written Complete sentences Variety in length Support topic	Most are clearly written Simple sentences Repetitive with some variety. Some support of topic	Some unclear Run-ons and incomplete sentences Little variety Little support to topic	Not clear Many incompletes No variety Confusing
Voice Sense of purpose Personality	Expressive Paints a picture of author's point of view, Strong purpose that fits topic Excellent observations	Somewhat expressive Message fits purpose and topic Good observations	Few expressive areas Some focus on topic. Some observations	No expression Vague purpose with little connection to topic Few observations	Not connected reader or topic No supported observations
Conventions Spelling Punctuation Capitalization Grammar	Correct spelling. Capitals, periods, punctuation marks are in correct places. Paragraphs indented. Grammar/usage is correct.	Minor errors but meaning is understandable.	Noticeable errors that sometimes confuse the meaning	A lot of errors that confuse the meaning	Many mistakes that make writing hard to understand.
Presentation	Final copy is neat and easy to read Pictures enhance topic and add detail	Final copy mostly neat and easy to read Pictures add detail	Messy but understandable Pictures fit but add little support	Messy, some parts hard to read Pictures don't always fit.	Messy and often hard to read. No pictures

Comments:

Writing Rubric for Grades 6-12

Name: _____

Topic: _____

Date: _____ Score: _____

	5	4	3	2	1
<u>Ideas and Content</u> Main topic Supporting details Resources	Clear narrow topic Original ideas Enriching, relevant details that support conclusion. New ideas are presented from a variety of sources	Focus on topic, Original, supporting details that attempts to support conclusion. Logical order to ideas Some new ideas.	General focus on topic Some original ideas Some supporting ideas. Limited number of research sources	Identifiable topic Few original ideas, Disconnected details with few supporting details Focus shifts Limited resources	No clear sense of topic Incomplete ideas Lacks details and no new facts Ideas not logically arranged. Limited resources.
<u>Organization</u> Structure Introduction Conclusion Transitions	Inviting beginning, middle, end; Thoughtful transitions within and between paragraphs, Good pacing, logical sequencing	Good beginning, middle, end; Ideas connected, sequenced and logical Transitions obvious	Adequate beginning, middle, end; most ideas connected, sequenced Logical; transitions attempted	Attempts beginning, middle, end Few connected, sequenced and logical ideas	Lacks beginning, middle, end Ideas not connected Few sequenced or logical ideas
<u>Word choice</u> Clear, precise Interesting Paints a picture	Wide variety and range Precise and correct usage Figurative language that paints pictures	Some variety and range Correct usage Interesting, lively words	Some variety, lacks feelings Mostly consistent and correct usage Words support ideas	Limited or little use of word choice and descriptive words Inconsistent word usage	Repeats too much, Inappropriate word choice; no attempt at descriptive words
<u>Sentence Fluency</u> Rhythm, flow, variety	Connected clear meaning. Good variety of length and type; natural and flowing Support topic	Clearly written, Complete with variety in length and type Support topic	Most clearly written Simple sentences Some variety. Some support	Some unclear Run-ons, and many fragments Little variety, Little topic support	Sentences not clear; many fragments No variety; Confused meaning
<u>Voice</u> Sense of purpose Personality	Individualistic; convincing, expressive and engaging observations; Paints a picture of author's point of view; Strong commitment to topic	Amusing, surprising, somewhat moving; Appropriate message for purpose; Good observations	Sincere, avoids risks, fairly routine Some commitment to topic Acceptable observations	Functional, flat, Vague Disconnected from topic Few observations	Ignores audience, Uninvolved, monotone No supported observations
<u>Conventions</u> Spelling Punctuation Capitalization Grammar	Correct grammar, capitalization, punctuation, usage, spelling and paragraphing Correct documentation	Good control of grammar, capitalization, punctuation, usage, spelling and paragraphing Correct documentation	Reasonable but some errors in conventions Documentation is inconsistent	Frequent errors in conventions Incorrect documentation	Constant errors in conventions. No or incorrect documentation
<u>Presentation</u> Visual effects Graphics Neatness	Tools used relate, add information and help explain topic. All pieces complete and on time	Tools used relate and help explain topic. Majority of pieces complete and on time Planned, neat and	Tools sometimes relate and help explain topic Most pieces complete and on time.	Tools don't always relate or help explain topic Pieces are not all complete nor on time	Tools don't explain or are not connected to topic Pieces not complete or on time
Completeness Format	Well planned, neat, and obviously practiced Paper typed using standard format and fonts.	some parts practiced Paper typed using standard format and fonts.	Some planning and practice, messy Most of the paper completed correctly	Little planning and practice, hard to read Formatting incorrect	Little or no planning, can't read Formatting incorrect

Comments:

To: Dr. Steve Kolden, District Administrator ,Colby School Board

From: Kevin J. Spindler, Middle School Choir Teacher

Re: Information regarding an Out-of-State Trip

The Colby Middle School Choir is looking for approval of a choir trip to Gurnee, IL. The Trip itinerary includes going to Medieval Times Dinner Theatre & Tournament, participation in the Great American Parks Festival performance, one night's accommodation at the Holiday Inn, and admission to Six Flags Great America Theme Park. The cost of the trip is \$197 per student/chaperone. The cost will also include busing expense. There is about 60-70 students wanting to attend along with Mr. Spindler, and 5-7 more chaperones. The Middle School Choir has fundraised to help offset the cost of the trip per student. Their profit margin was a little over \$3200. We are not asking for the board's assistance with regards to money.

In the past years, we have felt that the trip was well-planned, well-chaperoned, and our students exceeded our expectations with regards to their behavior. The choir students have been reaching goals they have set for themselves from the beginning of the year. This trip would give them the challenge to meet those goals. What these students gain from these trips are great musical and educational experiences that enhance their personal performance levels. Please contact me with any questions or concerns you may have. (223-2338 ext. 249) Thank-you for your time.

Enclosed is the proposed itinerary.

Kevin J. Spindler

TRIP ITINERARY FOR MIDDLE SCHOOL CHOIR TRIP

May 18, 2012 (Friday)

- 7:30am Arrive at School (Go to Choir Room)
- 8:00am Load Buses in front of school
- 8:15am Leave Colby Middle School
- 11:15 pm Stop and eat for lunch (**students pay for their own**)
East Towne Mall Madison, WI
- 12:00 pm Leave for Jelly Belly Factory
- 2:00 pm Arrive at Jelly Belly Factory
- 2:15 pm Jelly Belly Factory Tour
- 3:00pm Leave for Hampton Inn
- 3:15 pm Arrive at the hotel-check in Hampton Inn -Gurnee, IL
- 3:55am Arrive at Music In the Parks Festival----Unload!
- 4:00pm Warm-up MS Mixed Choir
- 4:20 am MS Mixed Choir Performance (included)
- Music in the Parks Festival
- All Choir Students Perform
- 4:40pm Warm-up MS Colby Crew II Show Choir
- 5:00am MS Colby Crew II Show Choir Performance (included)
- Music Showcase Festival
- 5:30-5:45 pm Depart for Medieval Times Dinner and Tournament
***We need to beat the possible traffic Jam!!!**
- 7:30 pm Arrive at Medieval Times
- 8:30 pm Medieval Times Show Begins - **Meal included**
- Live Jousting- Every group has a knight to cheer on
- Souvenirs to buy if you want to- Jolly good time sport! Huzzah!!!!
- 10:30 pm Depart for Hampton Inn -Gurnee
- 11:30 pm Arrive at Hampton Inn
- 12:00 am **LIGHTS OUT! (Chaperones check rooms and tape; Students hand keys to Chaperones-will get keys in the morning)**
***All Cell Phones turned in to Mr. Spindler! (School Rules for Trips)**

May 19, 2012 (Saturday)

- 7:00-7:30am Wake-up calls go out
- Chaperones are to check the rooms
- Continental Breakfast
- 9:00-9:15am Load Bus & Depart for Six Flags Great America
(ticket included)
- 9:45am Arrive at Six Flags Great America
- Lunch and supper on their own (not-included)
- 4:00pm **Awards Ceremony....REQUIRED ATTENDANCE!**
(Role Call will be Taken)
- **Southwest Amphitheater @
SIX FLAGS GREAT AMERICA**
- 6:00 pm Load Buses for Colby
- 11:30/12:00am Arrive back at Colby (depending on traffic)

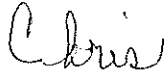
March 5, 2012

Dear Members of the Board of Education and Mr. Kolden,

After 49.5 years, I have decided to retire from my position of bookkeeper as of June 30, 2012. I have enjoyed working for the Colby School District, meeting and working with so many wonderful people and always learning something new.

As requested, I will be available to train new and present staff members that will fulfill my position. I will also be available as needed on a limited basis as a consultant on financial programs.

Thank you.

A handwritten signature in cursive script that reads "Christine".

Christine Thieme
Bookkeeper
School District of Colby

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Request To: Hire Transfer Expand Employment

(Please check appropriate assignment)

Purpose: To request approval for persons who have been transferred to a new position, have current assignment expanded, or tendered employment. In order to insure compliance with federal and state laws, clearance must be obtained from the human resources director prior to the person reporting to work.

Deborah Blomme

Employee's Name: Last, First

MS 522 Aids

Position and Building Location

Continuing Position? Yes No

(If no, Start and End Dates) _____ through _____

Administrator; Continuing Teacher; Emergency Teacher; Long Term Sub; Instructional Aide Clerical;

Maintenance; Food Service; Coach; Other: _____

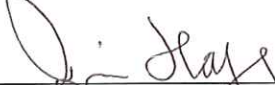
Work schedule for hourly staff (to include scheduled lunch break) _____ 8 a.m. to 3:45 p.m.

Desired start date: March 12, 2012 Is this a support staff position? Yes No If yes, please attach work

calendar. Does this position require a substitute? Yes No

Indicate all account number(s) and percent of time for each account number to charge wages to (including grant accounts)

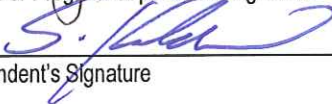
Hire Requested by:



Immediate or Program Supervisor's Signature

2-24-12

Date



Superintendent's Signature

3-2-12

Date

Reason for position vacancy:

Diana Garcia resigned

Date position was vacated:

February 17, 2012

Number of candidate files:

1

Number of candidates after screening:

1

Number of candidates interviewed:

1

Person vacating position:

Diana Garcia

Recruitment area:

Internal / Local

Person(s) doing screening:

Jim Hagen / Cody Meyer

Person(s) doing interviewing:

Jim Hagen / Cody Meyer

Candidate Biography / Resume & Application Attached

505 WEST SPENCE ST. • P.O. BOX 139 • COLBY, WI 54421-0139

PHONE 715.223.2301 • FAX 715.223.4539

SKOLDEN@COLBY.K12.WI.US

**FINANCIAL REPORT
BOARD OF EDUCATION MEETING
MARCH 19, 2012**

TOTAL REVENUE -
FEBRUARY **\$1,178,503.79**

MID.WISCONSIN BANK -
BANK WIRES - FEDERAL w/SS 1340-1347 **\$ 113,482.89**

COMMUNITY BANK OF CENTRAL WISCONSIN -
REGULAR CHECKS 29050-29105 **\$ 13,406.30**
DIRECT DEPOSIT 9044765-9045099 **\$ 252,333.94**

ADVANTAGE COMMUNITY BANK -
REGULAR CHECKS 62161-62176 **\$ 30,469.60**
62177-62198 **\$ 6,260.63**
62199-62201 **\$ 2,195.04**
62202-62307 **\$ 361,194.99**

TOTAL CHECKS TO BE APPROVED **\$ 779,343.39**

FEBRUARY 2012

RECEIPTS

489538	Community Education Classes	\$ 3,819.00	Registrations
489539	Student Fees	\$ 60.00	Parking & Athletics
489540	Student	\$ 30.00	Lifetime Sports
489541	Students	\$ 85.00	Parking & Lifetime Sports
489542	Sales	\$ 765.00	Computers Sold - August
489543	Village of Dorchester - Clark	\$ 114,415.68	February Tax Levy Payment
489544	Town of Unity	\$ 68,461.00	February Tax Levy Payment
489545	Town of Colby	\$ 120,310.84	February Tax Levy Payment
489546	William Perkins	\$ 300.00	February Rent - Neillsville
489547	Mary Kutzke	\$ 233.43	March - May Health Insurance
489548	Vlasta Blaha	\$ 77.81	March Health Insurance
489549	Colby Middle School Activity Fund	\$ 140.66	Ice Cream & Spoons
489550	Colby High School Activity Fund	\$ 18.00	Fruit/Veggie Trays
489551	General Mills	\$ 30.00	Rebate on snacks
489552	Marshfield Clinic Research Foundation	\$ 500.00	Concussion Testing Software
489553	City of Colby	\$ 278.19	January Mobile Home Tax
489554	Hirzel Canning Company	\$ 15.00	Rebate
489555	Western Wisconsin Cares	\$ 2,775.00	February Office Rent
489556	Indianhead Community Action Agency	\$ 3,501.25	November Headstart Lunches
489557	CESA #10	\$ 25,521.27	Title II, Distance Learning, Moodle Class
489558	Colby Middle School Activity Fund	\$ 60.64	Ice Cream
489559	Colby Hornets Athletic Booster Club	\$ 431.25	Use of Facilities
489560	Town of Frankfort	\$ 44,183.50	February Tax Levy Payment
489561	Town of Hull	\$ 152,603.96	February Tax Levy Payment
489562	Town of Green Grove	\$ 41,404.60	February Tax Levy Payment
489563	Town of Mayville	\$ 75,875.61	February Tax Levy Payment
489564	Town of Brighton	\$ 54,689.71	February Tax Levy Payment
489565	Village of Unity - Clark	\$ 10,362.09	February Tax Levy Payment
489566	Village of Unity - Marathon	\$ 20,591.90	February Tax Levy Payment
489567	Village of Dorchester - Marathon	\$ 5,158.61	February Tax Levy Payment
489568	City of Colby	\$ 178,117.32	February Tax Levy Payment
489569	City of Abbotsford	\$ 14,657.88	February Tax Levy Payment
489570	Town of Holton	\$ 100,854.28	February Tax Levy Payment
489571	State of WI DPI	\$ 4,119.00	Title I Basic
489572	State of WI DPI	\$ 89,044.14	Title I Basic
489573	State of WI Food Service	\$ 20,892.98	Federal Aids
489574	Mid Wisconsin Bank	\$ 653.30	Interest NOW & MMD
489575	Mid Wisconsin Bank	\$ 1.31	Interest Debt Service
489576	Mid Wisconsin Bank	\$ 1.71	Interest Renovation
489577	Colby Elementary Students	\$ 390.45	Milk Money
489578	Colby Students	\$ 23,057.25	February Food Service Revenue
489579	Advantage Community Bank	\$ 15.17	February Interest
	Total	\$ 1,178,503.79	

CHECKS PROCESSED - MID WISCONSIN BANK/COMMUNITY BANK

1340	Employee Benefits Corp	2,646.74	02/10/12 Payroll
1341	Mid WI Bank (FED/FICA Withheld)	42,136.93	02/10/12 Payroll
1342	WEA Trust Advantage	2,023.94	02/10/12 Payroll
1343	WI Dept. of Revenue (State Tax Withheld)	9,554.95	02/10/12 Payroll
1344	Employee Benefits Corp	2,646.74	02/24/12 Payroll
1345	Mid WI Bank (FED/FICA Withheld)	42,681.28	02/24/12 Payroll
1346	WEA Trust Advantage	2,044.04	02/24/12 Payroll
1347	WI Dept. of Revenue (State Tax Withheld)	9,748.27	02/24/12 Payroll
29050-29063	PAYROLL REGULAR CHECKS	1,256.17	02/10/12 Payroll
29064-29079	PAYROLL REGULAR CHECKS	1,519.01	02/24/12 Payroll
09080-29100	March Payroll	-	
29101	Great West	2,803.84	Feb. Contributions
29102	AFLAC	538.38	Feb. Contributions
29103	Colby Public School Pension	4,223.81	Feb. Contributions
29104	Great West	2,995.09	Feb. Contributions
29105	IDEA Foundation of Colby	70.00	Feb. Contributions
9044765-9044933	PAYROLL DIRECT DEPOSIT	125,600.73	02/10/12 Payroll
9044934-9045099	PAYROLL DIRECT DEPOSIT	126,733.21	02/24/12 Payroll
	Total	379,223.13	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62161	MARLENE BEDNAR 10 E 800 310 264500 000	02/20/2012	FEB SERVICES	NURSING	0	143.00	143.00
			GENERAL FUND/STAFF HEALTH SERVICES/PERSONAL SERVICES			143.00	
62162	THE DIRKS GROUP, LLC 10 E 800 310 266000 000	02/20/2012	DG11964	TECH SERV 2/1-2/3	0	641.12	1,465.44
			GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE			641.12	
			DG11968 SERVICES	2/8-2/10/12	0	599.32	
10 E 800 310 266000 000			GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE			599.32	
			DG12004 ENGINEER	ADVANCED NETWORK	0	225.00	
10 E 800 310 266000 000			GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE			225.00	
62163	MARSHFIELD CLINIC 10 E 800 310 264500 000	02/20/2012	D.SHEETS NEW	EMPLOYEE PHYS.	0	73.00	73.00
			GENERAL FUND/STAFF HEALTH SERVICES/PERSONAL SERVICES			73.00	
62164	MARRIOTT HOTEL - MADISON WEST 10 E 800 342 221300 916	02/20/2012	CONF #88172850	WI Football Coaches Assn Clinic room - Jeff Rosemeyer 1 room for 1 night (March 30, 2012)	0	102.00	102.00
			GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV			102.00	
62165	PENRY, SAMANTHA R 24 E 800 342 223300 000	02/20/2012	MILEAGE	CESA MTGS	0	253.08	363.67
			FEDERAL HANDICAPPED PROJECTS/EEN DIRECTOR/EMPLOYEE TRAV			253.08	
			SUPPLIES	CHILD DEV DAYS	0	110.59	
24 E 100 411 152000 347			FEDERAL HANDICAPPED PROJECTS/EARLY CHILDHOOD/GENERAL SU			110.59	
62166	BRIANNA SCHREFFLER 50 E 800 185 257220 000	02/20/2012	JANUARY	11 DAYS	0	49.50	49.50
			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/SALARY STU			49.50	
62167	SCHOLASTIC BOOK CLUB 21 E 800 411 120000 815	02/20/2012	0747526010	IDEA GRANT \$ - READERS WORKSHOP BOOKS	0	605.00	1,046.00
			SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES			605.00	
			66754408	CALL IT COURAGE/SHADOW CHILDREN	0	147.00	
21 E 800 411 120000 815			SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES			147.00	
			66754411/66754410	I SURVIVED/MILKWEED	0	294.00	
21 E 800 411 120000 815			SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES			294.00	
62168	SCHOOL DISTRICT OF ABBOTSFORD 10 E 800 382 132000 000	02/20/2012	2 STDTS	NTC MARKETING CL.	0	2,526.16	2,526.16
			GENERAL FUND/BUSINESS EDUCATION/INTERDISTRICT PAYMENT			2,526.16	
62169	SPARE TIME LANES	02/20/2012	46 STDTS	BOWLING LIFETIME SPORTS	0	1,035.00	1,035.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 940 143000 000				GENERAL FUND/PHYSICAL EDUCATION/DUES & FEES		1,035.00	
62170	WILLIAM TESMER	02/20/2012	MILEAGE	WASB CONVENTION	0	244.20	244.20
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		244.20	
62171	U.W. STEVENS POINT CONTINUING	02/20/2012	REGISTRATIONS	WOMEN AND SCIENCE DAY FOR 19 STUDENTS	0	300.00	360.00
10 E 800 940 172000 000				GENERAL FUND/GIFTED/TALENTED/DUES & FEES		300.00	
				STAFF REGISTRATION WOMEN AND SCIENCE DAY	0	60.00	
10 E 200 342 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/EMPLOYEE TRAVEL		60.00	
62172	WEA INSURANCE	02/20/2012	FEBRUARY	DISABILITY	0	1,648.61	8,432.95
10 E 800 251 120000 000				GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR		360.04	
10 E 800 251 122000 141				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		64.22	
10 E 800 251 143000 000				GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR		46.35	
10 E 800 251 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO		45.73	
10 E 800 251 222000 000				GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA		41.13	
10 E 800 251 223910 000				GENERAL FUND/READING SPECIALIST/INCOME PROTECTION INSUR		15.18	
10 E 800 251 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/INCOME PROTECTION		41.75	
10 E 800 251 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		117.04	
10 E 800 251 252000 000				GENERAL FUND/FISCAL/INCOME PROTECTION INSURANCE		28.43	
10 E 800 251 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/INCOME PROTECTION I		100.05	
24 E 800 251 159100 000				FEDERAL HANDICAPPED PROJECTS/EEN AIDES/INCOME PROTECTIO		13.91	
27 E 100 251 152000 011				SPECIAL EDUC./EARLY CHILDHOOD/INCOME PROTECTION INSURAN		16.88	
27 E 100 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		43.75	
27 E 400 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		48.71	
27 E 800 251 156600 011				SPECIAL EDUC./SPEECH/LANGUAGE/INCOME PROTECTION INSURAN		34.87	
27 E 800 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		69.00	
27 E 800 251 223300 011				SPECIAL EDUC./EEN DIRECTOR/INCOME PROTECTION INSURANCE		15.38	
50 E 800 251 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/INCOME PRO		43.83	
27 E 200 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		47.02	
10 E 800 251 131000 000				GENERAL FUND/AGRICULTURE/INCOME PROTECTION INSURANCE		11.27	
10 E 800 251 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/INCOME PROTECTION INS		12.28	
10 E 800 251 136000 000				GENERAL FUND/TECH ED/INCOME PROTECTION INSURANCE		24.02	
27 E 100 251 159300 011				SPECIAL EDUC./ADAPTIVE PHY ED/INCOME PROTECTION INSURAN		1.59	
10 E 800 251 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/INCOME PROTECTIO		9.20	
24 E 800 251 179000 000				FEDERAL HANDICAPPED PROJECTS/OTHER SPECIAL NEEDS/INCOME		6.81	
10 E 050 251 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		18.77	
10 E 800 251 215000 000				GENERAL FUND/PSYCHOLOGICAL SERVICES/INCOME PROTECTION I		2.93	
10 E 100 251 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		276.79	
10 E 100 251 110000 332				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		52.53	
10 E 100 251 110000 365				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		11.64	
10 E 800 251 132000 595				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		5.61	
10 E 800 251 120000 595				GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR		21.90	
				FEBRUARY. DENTAL	0	6,784.34	
10 L 000 000 811632 000				GENERAL FUND/DENTAL INS.		6,784.34	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62173	WE ENGERGIES	02/20/2012	01/11/12----02/10/12	ELEMENTARY SCHOOL	0	2,061.84	14,034.29
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		2,061.84	
			01/11/12---02/10/12	ADAMS ST HOUSE	0	80.08	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		80.08	
			01/11/12--02/10/12	COLBY DISTRICT/EDUCATION CENTER	0	991.74	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		991.74	
			01/11/12-02/10/12	GREENHOUSE	0	666.07	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		666.07	
			01/11/12-02/13/12	MIDDLE SCHOOL	0	62.25	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		62.25	
			01/11/12-02/10/12	HIGH SCHOOL FRONT	0	3,179.94	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		3,179.94	
			01/11/12--02/10/12	HIGH SCHOOL BACK	0	6,992.37	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		6,992.37	
62174	WI FOOTBALL COACHES ASSN	02/20/2012	MEMBERSHIP	4 COACHES	0	150.00	315.00
10 E 800 940 221300 916				GENERAL FUND/INST. STAFF SERV. - TRAINING/DUES & FEES		150.00	
				REGISTRATION SPRING FB CLINIC	0	165.00	
10 E 800 342 221300 916				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		165.00	
62175	KRISTIN WICKERSHAM	02/20/2012	REGISTRATION	E.C. SPEC ED MTG	0	40.00	40.00
24 E 800 342 221300 347				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		40.00	
62176	XCEL ENERGY	02/20/2012	01/09/12 - 02/07/12	CD/EC	0	197.86	239.39
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		197.86	
			01/15/12-02/14/12	AUTO PROTECT LIGHTS	0	41.53	
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		41.53	

16 Computer Check(s) For a Total of 30,469.60

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62177	ANDERSON ELECTRIC SERV., INC.	02/29/2012	13731	ELECTRICAL REPAIRS - THEATER LITE DIMMER	0	252.59	252.59
10 E 800 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		252.59	
62178	AM SCHOOL COUNSELOR ASSN	02/29/2012	DONNA SCHMIDT	REGISTRATION FOR ASCA ANNUAL CONFERENCE	0	505.00	1,010.00
10 E 100 342 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/EMPLOYEE TRAVEL		505.00	
			JENNIFER KRAUSS	REGISTRATION FOR ASCA ANNUAL CONFERENCE	0	505.00	
10 E 400 342 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/EMPLOYEE TRAVEL		505.00	
62179	KATHY BAY	02/29/2012	DISTRICT	FORENSIC JUDGE	0	75.00	75.00
10 E 800 310 161339 000				GENERAL FUND/FORENSICS/PERSONAL SERVICES		75.00	
62180	KATHY BAY	02/29/2012	MINI-DISTRICT	DISTRICT FORENSIC JUDGE	0	75.00	75.00
10 E 800 310 161339 000				GENERAL FUND/FORENSICS/PERSONAL SERVICES		75.00	
62181	COMPLETE CONTROL, INC.	02/29/2012	SRVCE017696	TESTED BACKFLOW DEVICES, MADE REPAIRS AS NEEDED.	0	1,522.74	1,522.74
10 E 800 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		1,522.74	
62182	DECKER AUTOMOTIVE LLC	02/29/2012	14660	PICK UP OIL CHANGE	0	31.70	63.40
10 E 800 320 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/PROPERTY SERVICE		31.70	
			14678	CHRYSLER MINI VAN OIL CHANGE	0	31.70	
10 E 800 320 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/PROPERTY SERVICE		31.70	
62183	DESIGNER ADVERTISING	02/29/2012	43401	CHILD DEVELOPMENT DAYS - YOUTH T-SHIRTS	0	375.00	375.00
24 E 100 411 152000 347				FEDERAL HANDICAPPED PROJECTS/EARLY CHILDHOOD/GENERAL SU		375.00	
62184	DISTRICT 5 FORENSICS	02/29/2012	PREPAID	DISTRICT FESTIVAL REGISTRATIONS	0	114.00	114.00
10 E 800 940 161339 000				GENERAL FUND/FORENSICS/DUES & FEES		114.00	
62185	EMPLOYEE BENEFITS CORPORATION	02/29/2012	FEB. 1197676	FLEX ADMIN FEES	0	153.75	604.25
10 E 800 310 252000 000				GENERAL FUND/FISCAL/PERSONAL SERVICES		153.75	
			FEBRUARY 1197675	DEDUCT ADMIN FEES	0	450.50	
10 E 800 310 252000 000				GENERAL FUND/FISCAL/PERSONAL SERVICES		450.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62186	FILTRATION CONCEPTS 10 E 800 411 253300 000	02/29/2012	4968-63965	HEATING SUPPLIES GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES	0	148.02 148.02	148.02
62187	FRONTIER 10 E 800 355 263300 000	02/29/2012	02/16/12-03/15/12	CD/EC GENERAL FUND/PUBLIC INFORMATION/TELEPHONE	0	120.93 120.93	120.93
62188	HENAMAN, ANASTASIA 10 E 800 310 161339 000	02/29/2012	FORENSIC	DISTRICT JUDGE GENERAL FUND/FORENSICS/PERSONAL SERVICES	0	75.00 75.00	75.00
62189	HOOVER METALS 10 E 800 411 136000 000	02/29/2012	4441	FLAT IRON, CHANNEL, PIPE, SQ TUBE GENERAL FUND/TECH ED/GENERAL SUPPLIES	0	212.32 212.32	296.13
			4669	SQ TUBE, FLAT IRON GENERAL FUND/TECH ED/GENERAL SUPPLIES	0	83.81 83.81	
62190	HUTT ELECTRIC SUPPLY, INC. 10 E 800 411 253300 000	02/29/2012	480690	PHILLIPS LAMPS GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES	0	75.43 75.43	75.43
62191	MEYER LUMBER SUPPLY, INC. 10 E 800 411 254300 000	02/29/2012	11005 1	MS CHOIR ROOM DOOR GLASS GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES	0	29.99 29.99	29.99
62192	CHRISTINE OLSON 10 E 200 411 120000 000	02/29/2012	REIMBURSEMENT	MAGIC TRICK SUPPLIES GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES	0	16.28 16.28	16.28
62193	JEFF ROSEMEYER 10 E 800 342 221300 916	02/29/2012	REIMBURSEMENT	GLAZIER FOOTBALL COACHES CLINIC - HOTEL, CLINIC FEE GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV	0	200.70 200.70	200.70
62194	SCHOLASTIC BOOK CLUB 21 E 800 411 120000 815	02/29/2012	46529422	GIRL NAMED DISASTER BOOKS SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES	0	105.00 105.00	105.00
62195	STERLING WATER INC 10 E 800 411 253300 000	02/29/2012	342-99596694-8	WATER SOFTENER GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES	0	155.40 155.40	155.40
62196	TDS TELECOM (REMITTANCE) 10 E 900 355 263300 000	02/29/2012	SEC/ELEV	NEILLSVILLE GENERAL FUND/PUBLIC INFORMATION/TELEPHONE	0	98.63 98.63	98.63
62197	VIKEN SMALL ENGINES LLC 10 E 800 320 254490 000	02/29/2012	TORO	SMALL TORO BLOWER REPAIRS GENERAL FUND/REPAIR OTHER EQUIP/PROPERTY SERVICE	0	110.17 110.17	110.17
62198	XCEL ENERGY	02/29/2012	01/18/12-02/16/12	NEILLSVILLE ADMINISTRATIVE	0	736.97	736.97

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
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10 E 900 336 253300 000

BUILDING
GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T

736.97

22 Computer Check(s) For a Total of 6,260.63

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62199	ENTERPRISE RENT-A-CAR	03/08/2012	D515110	VAN RENTAL FOR SADD POLAR PLUNGE	0	50.19	50.19
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		50.19	
62200	KOLDEN, STEVEN E	03/08/2012	1/4/12-3/1/12	MILEAGE EXPENSE	0	519.48	519.48
10 E 800 342 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		519.48	
62201	VEOLIA ES SOLID WASTE MIDWEST,	03/08/2012	M10000641471	FEB 2012 GARBAGE PICK UP	0	1,625.37	1,625.37
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		1,625.37	

3 Computer. Check(s) For a Total of 2,195.04

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62202	A TO Z TOWN AND COUNTRY LLC	03/19/2012	437421	MOUSE TRAPS	0	12.50	128.87
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		12.50	
			437811	BLUE TOOLS & MOUSE TRAPS	0	7.47	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		2.50	
10 E 800 440 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/NON-CAPITAL EQUIPMEN		4.97	
			438239	DISTILLED WATER	0	1.19	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		1.19	
			438430	MISC PLUMBING & HARDWARE	0	1.50	
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		1.50	
			439162	MISC BUILDERS	0	4.09	
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		4.09	
			439276	MISC BUILDERS, SCREW EYE	0	2.50	
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		2.50	
			439427	UPS CHARGES	0	44.51	
10 E 800 353 263300 000				GENERAL FUND/PUBLIC INFORMATION/POSTAGE		44.51	
			439798	ELBOWS, TEES	0	5.32	
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		5.32	
			439976	MOUSE TRAPS, PEX ADAPTER, CHECK VALVE, MISC BUILDER	5021112059	49.79	
10 E 800 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		49.79	
62203	APPLE COMPUTER (REMITTANCE)	03/19/2012	9984655993	APPLE 'CARDS'	6011112014	125.00	892.00
24 E 100 411 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		25.00	
24 E 200 411 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		25.00	
24 E 400 411 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		50.00	
24 E 050 411 152000 000				FEDERAL HANDICAPPED PROJECTS/EARLY CHILDHOOD/GENERAL SU		25.00	
			9985459403	IPAD SMART COVER, IPAD 2 DOCK	3001112016	68.00	
10 E 800 440 221900 141				GENERAL FUND/PARENT-IMPROVEMT OF INSTRUCTIO/NON-CAPITAL		68.00	
			9985470772	IPAD 2	3001112016	699.00	
10 E 800 551 223910 000				GENERAL FUND/READING SPECIALIST/EQUIPMENT ADDITION		699.00	
62204	SYSCO BARABOO	03/19/2012	202020783	FOOD & FOAM CONTAINERS, NAPKINS	0	1,197.65	5,664.76

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		930.08	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		154.62	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		112.95	
			202031800	MOP HEADS	0	24.75	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		24.75	
			202090614	FOOD	0	1,613.22	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		1,412.72	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		200.50	
			202160470	FOOD & PAN LINERS, FOAM CONTAINERS, SOUFFLE CUPS, NAPKINS	0	1,115.26	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		696.35	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		244.40	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		174.51	
			202230581	FOOD & STRAWS	0	1,713.88	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		1,597.13	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		79.90	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		36.85	
62205 KATHY BAY		03/19/2012	STATE	JUDGE FEE	0	100.00	100.00
10 E 800 310 161339 000				GENERAL FUND/FORENSICS/PERSONAL SERVICES		100.00	
62206 BLUE RIBBON MAINT.SUPPLIES COR		03/19/2012	1201-056	MICROFIBER TOWELS	0	129.89	129.89
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		129.89	
62207 BOOK LOOK		03/19/2012	5321	PROF RESOURCE MATERIALS & ASST PICTURE BOOKS	3001112009	247.00	439.23
10 E 800 439 122000 141				GENERAL FUND/ENGLISH/OTHER MEDIA		247.00	
			5455	LIBRARY BOOKS	0	192.23	
10 E 800 432 122000 141				GENERAL FUND/ENGLISH/LIBRARY BOOKS		192.23	
62208 BUREAU OF EDUCATION & RESEARCH		03/19/2012	HRNCK/UNDRWD	DIFFICULT/DISRUPT STDTS CONF	0	430.00	430.00
24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		430.00	
62209 BURNETT TRANSIT, INC.		03/19/2012	APRIL	6 BUSES	0	36,912.60	36,912.60
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		36,912.60	
62210 BUSHMAN, RICHARD		03/19/2012	202702	COTTAGE CHEESE	0	212.50	212.50
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		212.50	
62211 CARQUEST AUTO PARTS STORES (RE		03/19/2012	1939-291188	STD MINIATURE	0	75.60	102.26

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				LAMPS, BELT			
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		75.60	
			1939-293335	BELT	0	26.66	
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		26.66	
62212 CDW GOVERNMENT INC		03/19/2012	G247879	EL SPEC ED LAPTOP	6001112110	950.00	950.00
24 E 100 551 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		950.00	
62213 CENTRAL BURNER & BOILER , INC.		03/19/2012	50729	HEATING REPAIRS	0	719.96	719.96
10 E 800 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		719.96	
62214 CESA #10		03/19/2012	52790 #4 10%	SERVICE BILLING	0	11,979.80	12,240.60
10 E 100 386 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/PAYMENT TO CESA		167.50	
10 E 400 386 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/PAYMENT TO CESA		237.50	
10 E 800 386 221200 000				GENERAL FUND/CURRICULUM DEVELOPMENT/PAYMENT TO CESA		854.80	
10 E 800 386 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/PAYMENT TO CE		817.50	
10 E 800 386 222300 000				GENERAL FUND/A.V. MEDIA TECH,MATH,SCIENCE/PAYMENT TO CE		371.50	
10 E 800 386 223710 000				GENERAL FUND/VOCATIONAL ED. ADMINISTRATION/PAYMENT TO C		298.60	
10 E 800 386 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PAYMENT TO CESA		235.90	
10 E 800 386 258100 000				GENERAL FUND/ANCILLARY SUPPORT-INTERNAL SER/PAYMENT TO		88.00	
10 E 800 386 258300 000				GENERAL FUND/DELIVERY SERVICE-CESA/PAYMENT TO CESA		143.00	
10 E 800 386 262100 000				GENERAL FUND/DIRECTION OF SYSTEMOLOGY/PAYMENT TO CESA		402.00	
10 E 800 386 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PAYMENT TO CESA		1,102.00	
10 E 800 386 292000 000				GENERAL FUND/CESA GEN. ADMINISTRATION/PAYMENT TO CESA		220.40	
27 E 800 386 218100 091				SPECIAL EDUC./OCCUPATIONAL THERAPY/PAYMENT TO CESA		2,751.90	
27 E 800 386 436610 091				SPECIAL EDUC./CESA HEARING SERV./PAYMENT TO CESA		1,355.30	
27 E 800 386 436670 091				SPECIAL EDUC./CESA VISION SERV./PAYMENT TO CESA		958.10	
50 E 800 386 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/PAYMENT TO		297.00	
10 E 800 386 221300 365				GENERAL FUND/INST. STAFF SERV. - TRAINING/PAYMENT TO CE		62.50	
24 E 800 386 223300 000				FEDERAL HANDICAPPED PROJECTS/EEN DIRECTOR/PAYMENT TO CE		207.20	
10 E 200 386 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/PAYMENT TO CESA		237.50	
10 E 100 386 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/PAYMENT TO CESA		120.00	
27 E 800 386 218200 091				SPECIAL EDUC./PHYSICAL THERAPY/PAYMENT TO CESA		1,051.60	
			53217	AV/MEDIA	1011112001	190.80	
10 E 200 440 132000 000				GENERAL FUND/BUSINESS EDUCATION/NON-CAPITAL EQUIPMENT		190.80	
			53261	PARA EDUC LRNG NETWORK	0	70.00	
24 E 800 386 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		70.00	
62215 CHARTER BUSINESS		03/19/2012	03/01/12-03/31/12	OPTICAL CONNECTION	0	252.20	258.51
10 E 800 358 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC		252.20	
			8245112610002157	ADAMS ST HOUSE MAR.	0	6.31	
10 E 800 358 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC		6.31	

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62216	CITY OF COLBY	03/19/2012	01/17/12---02/15/12	COLBY DISTRICT EDUCATION CENTER	0	95.40	3,365.65
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		95.40	
10 E 800 337 253300 000			01/17/12--02/16/12	ADAMS ST HOUSE	0	18.00	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		18.00	
10 E 800 337 253300 000			01/17/12-02/16/12	CONCESSION STAND	0	57.00	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		57.00	
10 E 800 337 253300 000			01/17/12-02/16/12	COLBY HIGH SCHOOL	0	2,140.05	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		2,140.05	
10 E 800 337 253300 000			01/17/12~02/16/12	COLBY ELEMENTARY SCHOOL	0	705.30	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		705.30	
10 E 800 337 253300 000			01/17/12~~02/16/12	COLBY MIDDLE SCHOOL	0	349.90	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		349.90	
62217	CLARK CO.ECONOMIC DEVELOPMT	03/19/2012	669	CLARK CO SCHOOLS BILLBOARD	0	200.00	300.00
10 E 800 310 231100 000				GENERAL FUND/BOARD OF EDUCATION/PERSONAL SERVICES		200.00	
10 E 800 940 232100 000				MEMBERSHIP	0	100.00	
10 E 800 940 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/DUES & FEES		100.00	
62218	COLBY CHRYSLER CENTER	03/19/2012	28700	SERVICE GRAND CARAVAN	0	198.53	198.53
10 E 800 320 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/PROPERTY SERVICE		198.53	
62219	COLBY SCHOOLS/LUNCH PROGRAM	03/19/2012	C.GEIGER	FEB. FOSTER GRNDPRNT	0	39.00	704.75
10 E 100 299 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/MISC/SUBS.MEALS,GR.T		39.00	
10 E 100 299 110000 000			COLBY ELEM	FEB. SUBSTITUTE MEALS	0	97.25	
10 E 100 299 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/MISC/SUBS.MEALS,GR.T		97.25	
10 E 800 299 120000 000			COLBY H.S.	FEB.SUBSTITUTE MEALS	0	51.25	
10 E 800 299 120000 000				GENERAL FUND/REGULAR CURRICULUM/MISC/SUBS.MEALS,GR.THUM		51.25	
10 E 800 299 120000 000			COLBY M.S.	FEB. SUBST MEALS	0	63.25	
10 E 800 299 120000 000				GENERAL FUND/REGULAR CURRICULUM/MISC/SUBS.MEALS,GR.THUM		63.25	
10 E 100 299 110000 000			D.BROWN	FEB.FSTR GRNDPRNT MEALS	0	48.00	
10 E 100 299 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/MISC/SUBS.MEALS,GR.T		48.00	

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			K.MARGRAF	FEB.FOSTER	0	54.00	
				GRNDPRNT			
10 E 100 299 110000 000			GENERAL FUND/ELEMENTARY	CURRICULUM/MISC/SUBS.MEALS,GR.T		54.00	
			LITTLE STARS	FEB.ADLT MEALS	0	295.00	
10 E 050 299 110000 000			GENERAL FUND/ELEMENTARY	CURRICULUM/MISC/SUBS.MEALS,GR.T		295.00	
			R.FRICKE	FEB. FOSTER	0	57.00	
				GRANDPRNTS			
10 E 100 299 110000 000			GENERAL FUND/ELEMENTARY	CURRICULUM/MISC/SUBS.MEALS,GR.T		57.00	
62220	COMPLETE CONTROL, INC.	03/19/2012	JC4392 COLBY SCHS	BUILDING TUNE-UP	0	3,184.00	3,184.00
				APPLICATION NO. 2			
				FINAL BILLING			
10 E 800 320 254300 000			GENERAL FUND/MAINTENANCE--BUILDINGS/PROPERTY SERVICE			3,184.00	
62221	Vendor Continued Void	03/19/2012					0.00
62222	Vendor Continued Void	03/19/2012					0.00
62223	COUNTY MARKET ACCOUNT #6017	03/19/2012	0006	BUTTER, COCONUT,	6001112069	22.71	515.98
				CARROTS, BANANAS,			
				GUM			
24 E 400 415 158100 000			FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP			22.71	
			0012	WATER	0	4.45	
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES			4.45	
			0014	MEAT	5021112123	26.54	
10 E 800 415 131000 000			GENERAL FUND/AGRICULTURE/FOOD			26.54	
			0017	POPSICLES	0	44.00	
10 E 100 415 110000 000			GENERAL FUND/ELEMENTARY CURRICULUM/FOOD			44.00	
			0017.	POTATOES	0	2.59	
10 E 800 411 126000 000			GENERAL FUND/SCIENCE/GENERAL SUPPLIES			2.59	
			0018	DISPOSABLE	6001112046	45.33	
				GLOVES, BROWNIES,			
				POPTARTS, SNACKS,			
				SOAP, NAPKINS,			
				TISSUE, DUSTER			
24 E 400 415 158100 000			FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP			45.33	
			0035	PEANUTS, PUFFS,	5021112132	25.37	
				M&M'S			
10 E 200 415 131000 000			GENERAL FUND/AGRICULTURE/FOOD			25.37	
			0036	DISH SOAP, PAPER	7001112016	26.53	
				PLATES, FOOD			
24 E 050 415 152000 000			FEDERAL HANDICAPPED PROJECTS/EARLY CHILDHOOD/FOOD			26.53	

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			0043	RICE CAKES, CHOWMEIN NOODLES, PEANUT BUTTER, MARSHMALLOWS, M&M'S	6001112051	21.42	
24 E 800 415 156600 000				FEDERAL HANDICAPPED PROJECTS/SPEECH/LANGUAGE/FOOD		21.42	
			0044	CHEESE, MILK, PUDDING, JUICE, JELLO, TORTILLA, CHIPS, TACO SHELLS, NAPKINS, CUPS, BAGS, CHICKEN, GROUND CHUCK, CARROTS, GRAPES, LETTUCE, MANGOES, PINEAPPLE, ONION, TOMATO, WATERMELON	6001112069	100.03	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		100.03	
			0062	MAILING TAPE, STRAWS, JELLY, BREAD, PEANUT BUTTER, CANDY, COOKIES, BOWLS, SPOONS, NAPKINS, GUM	6001112040	48.58	
24 E 100 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		48.58	
			0066	DUSTER, GLOVES	6001112046	12.59	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		12.59	
			0116	WIPES, DESITIN OINTMENT	6001112053	34.52	
24 E 100 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		34.52	
			0140	SUGAR, YEAST, FOAM CUPS, MATCHES, PLATES	0	23.99	
10 E 800 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		23.99	
			0140.	BREAD STICKS, PRETZELS, CRACKERS, PLATES, WATER, BARS, GUM	6001112040	31.93	
24 E 100 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		31.93	
			0402	BREAD, GARLIC	5021112132	5.64	

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10 E 200 415 131000 000				GENERAL FUND/AGRICULTURE/FOOD		5.64	
			5713	SODA	6001112046	16.27	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		16.27	
			8740	CHEESES	5021112132	23.49	
10 E 200 415 131000 000				GENERAL FUND/AGRICULTURE/FOOD		23.49	
62224	Vendor Continued Void	03/19/2012					0.00
62225	COUNTY MARKET - F&CE ACCT 8007	03/19/2012	0007	CRACKERS, CHOCOLATE CHIPS, MARSHMALLOWS	5001112045	49.48	272.20
10 E 800 415 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/FOOD		49.48	
			0017	BUTTER, POWDERED SUGAR, FLOUR, COCOA, CHIPS, SPRAY PAM, DISH SOAP, PAPER TOWELING, CHOCOLATE CHIPS	5001112045	65.41	
10 E 800 415 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/FOOD		65.41	
			0030	CREAM CHEESE, ROLLS, BUTTER, SPINACH, PRETZELS, DIP, JELLO, OIL, APPLES, CARROTS, PEPPERS, TOMATOES	5001112045	56.63	
10 E 800 415 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/FOOD		56.63	
			0127	CREAM CHEESE, WHIP TOPPING, BREAD CRUMBS, STRAWBERRY GLAZE	5001112045	18.63	
10 E 800 415 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/FOOD		18.63	
			0148	FOIL, FREEZER BAGS, PAPER TOWEL, CHOCOLATE CHIPS, MARSHMALLOWS, MINI CHIPS	5001112045	62.07	
10 E 800 415 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/FOOD		62.07	
			3823	FLORAL (AG)	5021112123	19.98	
10 E 800 411 131000 000				GENERAL FUND/AGRICULTURE/GENERAL SUPPLIES		19.98	
62226	COUNTY MARKET - ACTIVITY ACCT	03/19/2012	0084	CRACLERS - AWARDS	0	28.54	28.54

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				NIGHT			
10 E 800 415 162001 000				GENERAL FUND/ATHLETICS-GENERAL/FOOD		28.54	
62227 CRC LUMBER LLC		03/19/2012	34409	3/4" oak plywood	6001112101	167.25	167.25
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		167.25	
62228 CTL COMPANY, INC.		03/19/2012	141171	SCRUB SPONGES	0	80.48	407.78
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		80.48	
			141602	NAPKINS, WIPERS	0	327.30	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		327.30	
62229 DAVIDSON TITLES, INC.		03/19/2012	222368	Student Library Books	2001112057	1,546.66	1,546.66
10 E 400 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		1,361.06	
10 E 400 439 222200 000				GENERAL FUND/LMC - INST SERVICE/OTHER MEDIA		185.60	
62230 DEAN FOODS OF WIS		03/19/2012	FEB STATEMT	MILK	0	5,933.40	5,933.40
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		5,933.40	
62231 WI DEPT COMMERCE SAFETY & BLDG		03/19/2012	283208	NEILLSV ELEVATOR PERMIT	0	50.00	50.00
10 E 900 940 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/DUES & FEES		50.00	
62232 UNEMPLOYMENT INSURANCE DWD		03/19/2012	FEB 2012	UNEMPLOYMENT	0	1,233.96	1,233.96
10 E 800 730 270000 000				GENERAL FUND/INSURANCE/UNEMPLOYMENT COMPENSATION		1,233.96	
62233 THE DIRKS GROUP, LLC		03/19/2012	DG12046	1/19 SERVICES	0	124.31	2,650.64
10 E 800 310 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE		124.31	
			DG12064	2/14-2/17 SERVICES	0	763.94	
10 E 800 310 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE		763.94	
			DG12070	2/17-2/22 REMOTE SUPPORT	0	457.50	
10 E 800 310 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE		457.50	
			DG12079	2/21-2/24 SERVICES	0	612.51	
10 E 800 310 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE		612.51	
			DG12168	2/28-3/2 SUPPORT SERVICES	0	692.38	
10 E 800 310 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE		692.38	
62234 Vendor Continued Void		03/19/2012					0.00
62235 CARDMEMBER SERVICE/ ELAN		03/19/2012	1651	HD SLIDESHOW SOFTWARE	5021112166	141.85	3,340.89
10 E 200 435 141000 000				GENERAL FUND/HEALTH/PROGRAMMED COMPUTER SOFTWARE		141.85	
			3159	IPAD FOLIO & IPAD TABLET KEYBOARD	0	189.88	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				CASE			
10 E 800 440 122000 141				GENERAL FUND/ENGLISH/NON-CAPITAL EQUIPMENT		189.88	
			3434	EZ LOAD	0	214.47	
				LAMINATING FILM (PTO reimbursed)			
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		214.47	
			3525	RESOURCE BOOKS	6011112013	71.04	
24 E 800 439 215000 000				FEDERAL HANDICAPPED PROJECTS/PSYCHOLOGICAL SERVICES/OTH		71.04	
			3705	COOLING RACKS, COFFEE MAKER, COOKIE SCOOPS, APRONS	6001112103	236.85	
24 E 400 411 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		236.85	
			4037/6519	Screen protectors and Frame grips	6001112107	241.10	
24 E 100 411 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		241.10	
			4126/4347/3434	DISTANCE LEARNING LAB TV'S	0	1,497.00	
10 E 800 551 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/EQUIPMENT ADDITI		1,497.00	
			4187	6--iMicro SP-IM942 Headset with Microphone	6001112105	28.50	
24 E 100 440 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		28.50	
			5618	PRINTER TONER	0	42.95	
10 E 800 413 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/COMPUTER SUPPLIES		42.95	
			5786	Kitchen Aid Mixer	6001112104	270.23	
24 E 400 440 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		270.23	
			7154	BALANCE DUE L BERTRAM ROOM	0	18.00	
24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		18.00	
			7379	CREDIT FROM KALAHARI FOR TAX ON ROOM	0	-16.10	
24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		-16.10	
			7981	CREDIT FROM KALAHARI FOR TAX ON ROOM	0	-27.36	
24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		-27.36	
			8792	RESOURCE BOOK	6011112013	12.48	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
24 E 800 439 215000 000				FEDERAL HANDICAPPED PROJECTS/PSYCHOLOGICAL SERVICES/OTH		12.48	
			9293 KOLDEN	SCHOOL FINANCE SEMINAR	0	210.00	
10 E 800 342 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		210.00	
			92939293.	SCHOOL FINANCE SEMINAR - PLOECKELMAN	0	210.00	
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		210.00	
62236 FOLLETT EDUCATIONAL SERVICES		03/19/2012	1249001A	TEXTBOOKS - PRENTICE HALL LITERATURE BRONZE	5011112051	197.26	197.26
10 E 200 470 122000 000				GENERAL FUND/ENGLISH/TEXTBKS/WORKBKS		197.26	
62237 FOLLETT LIBRARY RESOURCES		03/19/2012	502493F-2	HS - Student Library Books	2001112055	89.08	4,984.50
10 E 400 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		89.08	
			524852F-6	MS - Reference Books	2001112060	281.90	
10 E 200 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		281.90	
			530562F-1	MS LIBRARY BOOKS	2001112059	1,847.69	
10 E 200 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		1,847.69	
			536991F-4	Elementary Book Order	2001112067	944.25	
10 E 100 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		944.25	
			536992-3	High School Book Order	2001112068	879.34	
10 E 400 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		879.34	
			536992F-2	High School Book Order	2001112068	214.71	
10 E 400 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		214.71	
			536993F-0	H.S.REFERENCE BKS	2001112069	727.53	
10 E 400 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		727.53	
62238 JANE FRICKE THIEME		03/19/2012	1/30-2/22	RIDE BUS DORCH.	0	106.56	106.56
24 E 800 341 256751 347				FEDERAL HANDICAPPED PROJECTS/EEN PUPIL TRANSPORTATION/P		106.56	
62239 GENERAL PARTS LLC		03/19/2012	5368748	SERVICE/REPAIR ON ELECTRIC KETTLE	0	221.95	221.95
50 E 800 320 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/PROPERTY S		221.95	
62240 G&K SERVICES INC		03/19/2012	1016555939	SHOP COATS &	0	51.83	103.66

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 320 253300 000				TOWELS GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		51.83	
			1016561754	SHOP COATS & TOWELS	0	51.83	
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		51.83	
62241 GUMDROP BOOKS		03/19/2012	PINV48925	ELEMENTARY BOOKS	2001112066	522.80	522.80
10 E 100 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		522.80	
62242 HAGEN'S ON FIRST		03/19/2012	1	GIRLS VOLLEYBALL: L PLAQUES, ENGRAVING, MEDAL	0	51.00	561.90
10 E 800 411 162121 000				GENERAL FUND/GIRLS VOLLEYBALL/GENERAL SUPPLIES		51.00	
			13	FOOTBALL: PLAQUES, STICKERS, ENGRAVING	0	282.90	
10 E 800 411 162001 000				GENERAL FUND/ATHLETICS--GENERAL/GENERAL SUPPLIES		31.00	
10 E 800 411 162210 000				GENERAL FUND/FOOTBALL/GENERAL SUPPLIES		251.90	
			5	CROSS COUNTRY: PLAQUES/ENGRAVING	0	96.00	
10 E 800 411 162308 000				GENERAL FUND/BOYS/GIRLS XC/GENERAL SUPPLIES		96.00	
			6	SWIM: PLAQUES, ENGRAVING, MEDALS	0	132.00	
10 E 800 411 162124 000				GENERAL FUND/GIRLS SWIMMING/GENERAL SUPPLIES		132.00	
62243 Vendor Continued Void		03/19/2012					0.00
62244 HARMONY COUNTRY CO-OP		03/19/2012	FEB GAS	FFA FARM FORUM	0	31.75	681.24
10 E 800 348 161311 000				GENERAL FUND/FUTURE FARMERS OF AMERICA/VEHICLE FUEL		31.75	
			FEB GAS.	BOYS BB	0	17.80	
10 E 800 411 162205 000				GENERAL FUND/BOYS BASKETBALL/GENERAL SUPPLIES		17.80	
			FEB STATEMENT	TRACK CLINIC	0	75.00	
10 E 800 348 221300 916				GENERAL FUND/INST. STAFF SERV. - TRAINING/VEHICLE FUEL		75.00	
			FEB. GASOLINE	TRANSITION CONF	0	55.71	
24 E 800 348 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		55.71	
			FEB. STATEMENT	GASOLINE	0	52.11	
24 E 800 348 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		52.11	
			FEB. STATEMENT..	FCCLA STAR EVENTS	0	14.27	
10 E 800 348 161312 000				GENERAL FUND/FCCLA/VEHICLE FUEL		14.27	
			FEB.. CESA	IPADS	0	44.30	

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10 E 800 342 221300 391				ENG. LEARNERS GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		44.30	
10 E 200 342 241000 000				FEB..GAS GENERAL FUND/OFFICE OF PRINCIPAL/EMPLOYEE TRAVEL & EXP.	0	30.74	
24 E 800 348 138200 000				FEBRUARY GAS FEDERAL HANDICAPPED PROJECTS/VOC ED BEN/VEHICLE FUEL	0	112.52	
24 E 400 342 158100 000				FEBRUARY GASOLINE. FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP	0	104.14	
10 E 800 342 161310 000				GAS GENERAL FUND/FUTURE BUSINESS LEADERS OF AM./EMPLOYEE TR	0	36.25	
10 E 200 342 241000 000				GAS-VAN GENERAL FUND/OFFICE OF PRINCIPAL/EMPLOYEE TRAVEL & EXP.	0	24.17	
10 E 800 348 253300 000				GASOLINE GENERAL FUND/OPERATION OF BUILDINGS/VEHICLE FUEL	0	56.00	
10 E 800 411 253300 000				SUPPLIES GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES	0	5.10	
10 E 800 348 221300 000				VAN GASOLINE GENERAL FUND/INST. STAFF SERV. - TRAINING/VEHICLE FUEL	0	21.38	
62245 HAWKINS CHEMICAL		03/19/2012	3316708	POOL CHEMICAL: AZONE	0	355.75	355.75
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		355.75	
62246 HEID MUSIC CO.		03/19/2012	749334	YAMAHA ALTO SAX MOUTHPIECE	0	24.37	384.37
10 E 800 411 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/GENERAL SUPPLIES		24.37	
10 E 800 450 125500 000				749386 GENERAL FUND/INSTRUMENTAL MUSIC/OBJECTS FOR RESALE	0	32.00	
10 E 800 320 254410 000				749728 GENERAL FUND/REPAIR INSTRUMENTAL EQUIP/PROPERTY SERVICE	0	152.00	
10 E 800 320 254410 000				749733 GENERAL FUND/REPAIR INSTRUMENTAL EQUIP/PROPERTY SERVICE	0	88.00	
10 E 800 320 254410 000				749735 GENERAL FUND/REPAIR INSTRUMENTAL EQUIP/PROPERTY SERVICE	0	88.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 320 254410 000				GENERAL FUND/REPAIR INSTRUCT EQUIP/PROPERTY SERVICE		88.00	
62247 HENAMAN, ANASTASIA		03/19/2012	STATE	JUDGE FEE	0	100.00	100.00
10 E 800 310 161339 000				GENERAL FUND/FORENSICS/PERSONAL SERVICES		100.00	
62248 HEWLETT PACKARD - COMMERCIAL R		03/19/2012	81661	LAPTOP REPAIR	2011112001	292.80	292.80
10 E 800 320 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PROPERTY SERVICE		292.80	
62249 HOUSE OF HEATING INC		03/19/2012	04482	QUARTERLY SERV AGREEMENT	0	410.00	410.00
10 E 900 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		410.00	
62250 CANDACE HUEBNER		03/19/2012	MILEAGE	SPEECH/LANG CONF	0	105.45	105.45
24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		105.45	
62251 HYATT ON MAIN		03/19/2012	CONF #62616651	AUTISM SOCIETY OF WI STATEWIDE CONF room for Linnea Bertram & Sharon Archambo	0	230.00	230.00
24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		230.00	
62252 INDIANHEAD COMMUNITY ACTION AG		03/19/2012	JANUARY-FOOTIT	TEACHER REIMBURSEMT	0	3,113.87	3,113.87
10 E 050 388 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/PAYMENT TO FEDERAL G		3,113.87	
62253 INDIANHEAD FOODSERVICE		03/19/2012	485489	FOOD & PLASTIC KNIVES, ROLL TOWELS, SANDWICH BAGS	0	1,133.91	6,500.24
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		765.68	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		54.92	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		313.31	
			486958	FOOD & BAR ADAPTER, THERMOMETER, VINYL GLOVES	0	1,312.75	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		986.98	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		68.91	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		256.86	
			488234	FOOD & FOAM PLATES, VINYL GLOVES, FILM	0	2,427.74	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		1,883.11	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		67.41	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		441.60	
50 E 800 419 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/OTHER SUPPLIES		35.62	
			489595	FOOD & ELECTRIC	0	1,631.47	

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				CAN OPENER, FOIL, PLASTIC SPOONS			
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		1,282.87	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		30.02	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		307.29	
50 E 800 419 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/OTHER SUPPLIES		11.29	
			489595.	CREDIT - CAN OPENER	0	-5.63	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		-5.63	
62254 INDIANHEAD FOODSERVICE.		03/19/2012	FEB 2012	COMMODITIES	0	138.75	138.75
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		138.75	
62255 J H LARSON COMPANY		03/19/2012	S100069070.001	ELECTRICAL SUPPLY	0	266.21	266.21
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		266.21	
62256 JOSTENS		03/19/2012	14968688	DIPLOMA	0	12.55	12.55
10 E 400 411 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/GENERAL SUPPLIES		12.55	
62257 J W PEPPER & SON INC		03/19/2012	11781216	MUSIC	5001112066	259.99	329.99
10 E 800 411 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/GENERAL SUPPLIES		259.99	
			11784757	MUSIC	5001112066	70.00	
10 E 800 411 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/GENERAL SUPPLIES		70.00	
62258 DENNIS & RHONDA KIEFFER		03/19/2012	FEBRUARY	MILES TO ABBY ACADEMY	0	54.00	54.00
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		54.00	
62259 KURT & HEATHER KULAS		03/19/2012	FEB MILES	TO ABBY ACADEMY	0	46.08	46.08
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		46.08	
62260 EAU CLAIRE PRESS COMPANY		03/19/2012	665041	HELP WANTED TECHNOLOGY SPECIALIST	0	314.39	314.39
10 E 800 354 263300 000				GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING		314.39	
62261 JAMIE LUDWIG		03/19/2012	REIMBURSE	POSTAGE CLASS PROJ.	0	9.00	9.00
10 E 050 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		9.00	
62262 MARSHFIELD BOOK & STATIONARY		03/19/2012	308597	COLORED COPY PAPERS, ACCENT MARKERS, EXPO MARKERS	0	1,146.93	1,886.25
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		1,146.93	
			308617	CHART TABLETS	0	51.55	
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		51.55	

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			308681	TRANSPARENCIES & TYPEWRITER RIBBONS	5021112167	162.77	
10 E 800 411 120000 000				GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES		162.77	
			308699	PADLOCKS	5011112050	525.00	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		525.00	
62263	MARGE'S FLOWERS	03/19/2012	NONE	KAMPMEYER FUNERAL PLANT	0	45.00	45.00
10 E 800 411 231100 000				GENERAL FUND/BOARD OF EDUCATION/GENERAL SUPPLIES		45.00	
62264	MEDIA MANAGEMENT & MAGNETICS	03/19/2012	INV018606	MICROPHONES, FLASH DRIVES	2001112070	99.36	99.36
10 E 200 440 222200 000				GENERAL FUND/LMC - INST SERVICE/NON-CAPITAL EQUIPMENT		53.60	
10 E 400 440 222200 000				GENERAL FUND/LMC - INST SERVICE/NON-CAPITAL EQUIPMENT		45.76	
62265	MENARDS	03/19/2012	18225	PAINT, PVC PIPE	4001112082	84.77	84.77
10 E 100 411 125400 000				GENERAL FUND/VOCAL MUSIC/GENERAL SUPPLIES		84.77	
62266	MEYER LUMBER SUPPLY, INC.	03/19/2012	11200	MATLS COLBY House to update the main bathroom.	6001112108	169.70	150.87
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		169.70	
			11962	PAINT	6001112108	37.99	
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		37.99	
			12137	CREDIT FOR ITEMS RETURNED	6001112108	-56.82	
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		-56.82	
62267	MIDAMERICAN RESEARCH CHEMICAL	03/19/2012	0462719-IN	CARPET SPOTTING TOWELS, POWER SPONGE, SUPER ABSORBENT	0	215.42	215.42
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		215.42	
62268	JENNA MORROW	03/19/2012	GIRLS BB	SCOREBOOK	0	40.00	40.00
10 E 200 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		40.00	
62269	NATIONAL ELEVATOR INSPECTION S	03/19/2012	0055311	NEILLS ELEVATOR INSPECTN	0	75.00	75.00
10 E 900 310 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PERSONAL SERVICES		75.00	
62270	NCS PEARSON INC	03/19/2012	73376277	BASC-2 TRS-A CE ENGLISH	6001112111	41.25	41.25
24 E 800 411 215000 000				FEDERAL HANDICAPPED PROJECTS/PSYCHOLOGICAL SERVICES/GEN		41.25	
62271	AMERICAN WELDING & GAS INC	03/19/2012	01586258	ACETYLENE, OXYGEN, ARGON	0	404.36	579.67

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10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		404.36	
			01605329	CYLINDER RENTAL INVOICE	0	46.50	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		46.50	
			01637098	POOL: CARBON DIOXIDE	0	68.40	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		68.40	
			01645422	CYLINDER RENTAL INVOICE	0	43.50	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		43.50	
			01645926	POOL: CYLINDER RENTAL INVOICE	0	16.91	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		16.91	
62272	NORTHCENTRAL TECHNICAL COLLEGE	03/19/2012	AHS 000054	1ST SEM 1 STDT	0	2,538.00	2,538.00
10 E 800 389 431129 000				GENERAL FUND/ALTERNATIVE SCHOOL/PAYMENT TO VTAE DISTRIC		2,538.00	
62273	PARKSIDE BUS	03/19/2012	FEB 34ST.314MI	MS GIRLS BB	0	815.97	34,523.75
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		815.97	
			FEB SMALL BUS	4244.81 + MILES	0	4,725.31	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		4,725.31	
			FEB. 16 TRIPS	ABBY SPORTS	0	269.12	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		269.12	
			FEB. 20ST.269MI	JV/VARS.GIRLS BB	0	797.92	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		797.92	
			FEB. PRE SCHOOL	880.4 MI @ \$1.63	0	1,435.05	
24 E 800 341 256751 000				FEDERAL HANDICAPPED PROJECTS/EEN PUPIL TRANSPORTATION/P		1,435.05	
			JANUARY	FUEL ESCALATION	0	1,871.94	
10 E 800 348 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/VEHICLE FUEL		1,871.94	
			MARCH	4 BUSES	0	24,608.44	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		24,608.44	
62274	PER MAR SECURITY SERVICES	03/19/2012	789394 APRIL	SECURITY MONITORING	0	49.92	49.92
10 E 900 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		49.92	
62275	QUILL CORPORATION (REMITTANCE)	03/19/2012	1170341	EASEL PADS	0	161.88	161.88
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		161.88	
62276	REINHART FOODSERVICE	03/19/2012	901284	FOOD	0	1,240.50	4,071.76

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50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		946.18	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		294.32	
			908213	FOOD	0	1,063.98	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		897.27	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		166.71	
			913823	FOOD	0	828.63	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		599.22	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		229.41	
			919296	FOOD	0	938.65	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		569.03	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		369.62	
62277 RUDER, WARE & MICHLER, S.C.		03/19/2012	156517	LEGAL SERV	0	67.00	67.00
10 E 800 310 231500 000				GENERAL FUND/BOARD OF ED. LEGAL/PERSONAL SERVICES		67.00	
62278 BETHANIE & DAN SCHMIDT		03/19/2012	FEB. MILES	TO ABBY ACADEMY	0	38.40	38.40
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		38.40	
62279 BRIANNA SCHREFFLER		03/19/2012	FEBRUARY	19 DAYS KITCHEN	0	78.00	78.00
50 E 800 185 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/SALARY STU		78.00	
62280 SCHINDLER ELEVATOR CORPORATION		03/19/2012	7151590765	SAFETY TEST/REPAIR	0	645.11	645.11
10 E 900 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		645.11	
62281 SECURITY HEALTH PLAN		03/19/2012	501698 APRIL	SUPPORT STAFF	0	51,303.00	156,939.08
10 L 000 000 811631 000				GENERAL FUND/HEALTH INSURANCE		51,303.00	
			604890 APRIL	RETIRED HEALTH INS.	0	12,466.14	
10 L 000 000 811631 000				GENERAL FUND/HEALTH INSURANCE		12,466.14	
			606490 APRIL	RETIRED INDEMNITY	0	2,769.08	
10 L 000 000 811631 000				GENERAL FUND/HEALTH INSURANCE		2,769.08	
			607773 APRIL	EMPEE INDEM	0	1,796.58	
10 L 000 000 811631 000				GENERAL FUND/HEALTH INSURANCE		1,796.58	
			890391 APRIL	TEACHERS HEALTH INS.	0	88,604.28	
10 L 000 000 811631 000				GENERAL FUND/HEALTH INSURANCE		88,604.28	
62282 SHOPKO (REMITTANCE)		03/19/2012	8665	BATTERIES	6001112045	6.42	6.42
24 E 400 411 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		6.42	
62283 SKILLS USA		03/19/2012	M119276	MEMBERSHIP 19 STDTs	0	281.00	281.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 940 161333 000				GENERAL FUND/VOC.INDUSTRIAL CLUBS OF AM./DUES & FEES		281.00	
62284	STEVE SUBERA, DRIVING RANGE	03/19/2012	SPRING 2011	37 BUCKETS BALLS	0	175.00	175.00
10 E 800 411 162212 000				GENERAL FUND/BOYS GOLF/GENERAL SUPPLIES		175.00	
62285	KODY SWATZINA	03/19/2012	CLOCK	MS GIRLS BB	0	50.00	50.00
10 E 200 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		50.00	
62286	T & C WATER SYSTEMS	03/19/2012	23334	BOTTLED WATER	0	16.00	16.00
10 E 800 411 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES		16.00	
62287	TARGET	03/19/2012	701-240-539	SPEECH/LANGUAGE PROGRAM	6001112034	182.36	182.36
24 E 800 411 156600 000				FEDERAL HANDICAPPED PROJECTS/SPEECH/LANGUAGE/GENERAL SU		182.36	
62288	TDS TELECOM (REMITTANCE)	03/19/2012	SEC/ELEV NEILLSVILLE	PHONE SERV.	0	266.25	266.25
10 E 900 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		266.25	
62289	TEAM DISTRIBUTING	03/19/2012	341937	FLOOR CLEANER, AIR FRESHNER, VAC BAGS	0	800.36	1,040.36
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		800.36	
10 E 800 411 253300 000			342025	HYDRO WASTING	0	240.00	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		240.00	
62290	TEAM SPORTING GOODS INC	03/19/2012	AAG009172-AH03	TRACK JERSEYS - MENS	5021112018	725.00	3,539.73
10 E 800 420 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/APPAREL		725.00	
10 E 800 420 162319 000			AAG009173-AH03	TRACK JERSEYS - WOMEN	5021112018	725.00	
10 E 800 420 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/APPAREL		725.00	
10 E 800 420 162319 000			AAG009175-AH03	TRACK SHORTS	5021112018	1,346.45	
10 E 800 420 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/APPAREL		1,346.45	
10 E 800 420 162117 000			AAG009369-AH03	SOFTBALL PANTS	8000101126	743.28	
10 E 800 420 162117 000				GENERAL FUND/GIRLS SOFTBALL/APPAREL		743.28	
62291	THUMS, BUFFY	03/19/2012	REIMBURSE	POSTAGE, CLASS PROJ	0	14.85	14.85
10 E 050 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		14.85	
62292	TIERNEY BROTHERS INC	03/19/2012	626171-1	Smart board 680, 77" with intergrated UF75 Projection. To use in Middle School, Mike	6011112016	3,358.00	3,358.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Johnson's class for special education students.			
24 E 200 551 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		3,358.00	
62293 TP PRINTING CO INC		03/19/2012	FEB 2012	CHILD DEVELOPMENT DAYS AD, HORNET HIGHLIGHTS, TECH SPECIALIST & ELL TA ADS	0	804.90	804.90
10 E 800 354 122000 000				GENERAL FUND/ENGLISH/PRINTING & BINDING		173.75	
10 E 800 354 263300 000				GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING		631.15	
62294 DYLAN UNDERWOOD		03/19/2012	M.S. GIRLS BB	BOOK	0	10.00	10.00
10 E 200 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		10.00	
62295 U.S.POSTAL SERVICE (POSTAGE-BY		03/19/2012	ACCT#25529496	POSTAGE	0	7,500.00	7,500.00
10 E 800 353 263300 000				GENERAL FUND/PUBLIC INFORMATION/POSTAGE		7,500.00	
62296 WAL-MART COMMUNITY		03/19/2012	06964	STRAWS, FOIL, SPAGHETTI, OIL, SUGAR, DISH SOAP, SYRUP, COTTON	5011112029	46.09	46.09
10 E 200 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		46.09	
62297 WAL-MART COMMUNITY		03/19/2012	21000231	MATLS SPRING CONCERTS	4001112080	367.63	367.63
10 E 100 411 125400 000				GENERAL FUND/VOCAL MUSIC/GENERAL SUPPLIES		367.63	
62298 WARD'S NATURAL SCIENCE EST INC		03/19/2012	1294-754-00	LIVE SPECIMANS	5001112071	46.42	46.42
10 E 800 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		46.42	
62299 WEA INSURANCE		03/19/2012	JAN-FEB CREDIT	GARCIA=60.76-ERROR KAISER=88.28	0	-149.04	10,630.78
10 L 000 000 811632 000				GENERAL FUND/DENTAL INS.		-149.04	
				JAN-FEB DENTAL	SUPPORT STAFF	0	3,018.68
10 L 000 000 811632 000				GENERAL FUND/DENTAL INS.		3,018.68	
				MARCH CREDIT	DENTAL	0	-149.04
10 L 000 000 811632 000				GENERAL FUND/DENTAL INS.		-149.04	
				MARCH.	DENTAL	0	7,910.18
10 L 000 000 811632 000				GENERAL FUND/DENTAL INS.		7,910.18	
62300 WEA INSURANCE		03/19/2012	MARCH	DISABILITY INS.	0	1,619.49	1,619.49
10 E 800 251 120000 000				GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR		348.68	
10 E 800 251 122000 141				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		61.22	
10 E 800 251 143000 000				GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR		45.66	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 251 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO		45.05	
10 E 800 251 222000 000				GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA		40.52	
10 E 800 251 223910 000				GENERAL FUND/READING SPECIALIST/INCOME PROTECTION INSUR		14.95	
10 E 800 251 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/INCOME PROTECTION		41.13	
10 E 800 251 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		115.29	
10 E 800 251 252000 000				GENERAL FUND/FISCAL/INCOME PROTECTION INSURANCE		28.01	
10 E 800 251 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/INCOME PROTECTION I		94.74	
24 E 800 251 159100 000				FEDERAL HANDICAPPED PROJECTS/EEN AIDES/INCOME PROTECTIO		13.55	
27 E 100 251 152000 011				SPECIAL EDUC./EARLY CHILDHOOD/INCOME PROTECTION INSURAN		16.63	
27 E 100 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		43.10	
27 E 400 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		47.98	
27 E 800 251 156600 011				SPECIAL EDUC./SPEECH/LANGUAGE/INCOME PROTECTION INSURAN		34.35	
27 E 800 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		64.72	
27 E 800 251 215000 011				SPECIAL EDUC./PSYCHOLOGICAL SERVICES/INCOME PROTECTION		15.15	
50 E 800 251 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/INCOME PRO		40.60	
27 E 200 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		46.32	
10 E 800 251 131000 000				GENERAL FUND/AGRICULTURE/INCOME PROTECTION INSURANCE		11.10	
10 E 800 251 136000 000				GENERAL FUND/TECH ED/INCOME PROTECTION INSURANCE		23.66	
27 E 100 251 159300 011				SPECIAL EDUC./ADAPTIVE PHY ED/INCOME PROTECTION INSURAN		1.57	
10 E 800 251 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/INCOME PROTECTIO		9.06	
24 E 800 251 179000 000				FEDERAL HANDICAPPED PROJECTS/OTHER SPECIAL NEEDS/INCOME		6.71	
10 E 050 251 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		32.97	
10 E 100 251 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		271.48	
10 E 100 251 110000 332				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		51.75	
10 E 100 251 110000 365				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		11.47	
10 E 800 251 132000 595				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		5.53	
10 E 800 251 120000 595				GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR		36.54	
62301 WE ENGERGIES		03/19/2012	02/06/12-03/06/12	NEILLSVILLE ADMIN BLDG	0	371.17	11,671.06
10 E 900 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		371.17	
			02/10/12----	03/12/12 HIGH SCHOOL BACK	0	5,247.32	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		5,247.32	
			02/10/12---	03/12/12 GREENHOUSE	0	400.66	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		400.66	
			02/10/12--	03/12/12 ADAMS ST HOUSE	0	124.42	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		124.42	
			02/10/12-	03/12/12 CD/EC	0	838.51	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		838.51	
			02/10/12-	03/12/12 HIGH SCHOOL FRONT	0	2,922.57	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		2,922.57	
			02/10/12~	03/12/12 ELEMENTARY SCHOOL	0	1,715.22	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		1,715.22	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			02/13/12~~~03/12/12	MIDDLE SCHOOL	0	51.19	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		51.19	
62302 WEIDEMAN, JAMES		03/19/2012	ROOM/REGISTRATN	WI TECH EDUC	0	405.00	405.00
				CONF.			
10 E 400 342 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		405.00	
62303 WIL-KIL PEST CONTROL		03/19/2012	1995005	HS PEST CONTROL	0	36.50	36.50
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		36.50	
62304 WISCNET - U.W. MADISON		03/19/2012	23737216 7/1-6/30	INTERNET FILTERG	0	2,158.25	2,158.25
10 E 800 358 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC		2,158.25	
62305 WI DEPT OF JUSTICE		03/19/2012	G2930	4 BACKGROUND	0	28.00	28.00
				SEARCHES			
10 E 800 310 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/PERSONAL SERVICES		28.00	
62306 WISCONSIN SCHOOL MUSIC ASSN.		03/19/2012	94794	MS - WSMA LARGE	5021112170	57.00	258.00
				GROUP FESTIVAL			
				CONTEST			
10 E 200 940 125400 000				GENERAL FUND/VOCAL MUSIC/DUES & FEES		57.00	
			94795	HIGH SCHOOL WSMA	5021112171	67.00	
				LARGE GROUP			
				FESTIVAL CONTEST			
10 E 800 940 125400 000				GENERAL FUND/VOCAL MUSIC/DUES & FEES		67.00	
			94859	MS LARGE GROUP	5021112172	62.00	
				FESTIVAL FEE			
10 E 200 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		62.00	
			94860	HS BAND - CONCERT	5021112173	72.00	
				FEE CLASS B			
10 E 800 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		72.00	
62307 XCEL ENERGY		03/19/2012	02/07/12----03/09/12	COLBY HIGH SCHOOL	0	9,079.55	11,227.68
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		9,079.55	
			02/07/12---03/07/12	CD/EC	0	227.29	
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		227.29	
			02/07/12--03/09/12	COLBY ELEMENTARY	0	1,814.95	
				SCHOOL			
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		1,814.95	
			02/07/12-03/07/12	ADAMS ST HOUSE	0	35.48	
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		35.48	
			02/07/12-03/09/12	ATHLETIC FIELD	0	70.41	
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		70.41	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			106	Computer	Check(s) For a Total of		361,194.99

***1. I am a**

Staff Member

Parent

2. For 2011-12, the District reduced half day early dismissals (10 in 2010-11) for staff development and added a one hour late start on each Monday. Teachers start each Monday one hour early to combine for a two hour weekly staff development schedule.

I preferred the 10 half day schedule for staff development / teacher planning.

I prefer the late start option for staff development / teacher planning.

3. For 2011-12, the district added five school days to return to the traditional 180 school days required by the Wisconsin Department of Instruction.

I prefer the 175 day student calendar.

I prefer the 180 day student calendar.

4. In recent years, graduation has been scheduled on the Friday of Memorial Day weekend.

I prefer to have graduation on the Friday of Memorial Day Weekend.

I have no preference on when graduation is scheduled.

5. The school calendar has traditionally included two vacation days before and two days following Easter weekend.

I like the "spring" days combined with Easter weekend.

I would like to see another option explored for a more traditional Spring Break.

6. The school calendar has also traditionally included weather related school make-up days before and following Easter Break.

I like scheduling make-up days before the end of the year.

I would prefer to have school make-up days added at the end of the school year.

7. The Wisconsin State Legislature has mandated that school may not start before Labor Day. This has caused school to go later into June.

I would like to see fewer days off during the school year and dismiss sooner in the summer.

I like the breaks as currently scheduled.

8. Any additional comments you would like to add?

PART II
SECTION 8 POST-EMPLOYMENT BENEFITS

8.01 Voluntary Early Retirement Benefit Program

A. Eligibility

Teachers will be eligible for the early retirement benefit provided for in this Article if they declare, in writing, to the Board of Education, their retirement intentions prior to February 1 of the calendar year in which they intend to retire **from an employer contributing to the Wisconsin Retirement System.**

B. Application and Limitation

Application for participation in the early retirement benefit provided for in this Article must be made by the teacher in writing and submitted to the School Board on or before February 1st of the last school year prior to retirement **from an employer contributing to the Wisconsin Retirement System.** No more than three (3) teachers shall be eligible to begin participation in the early retirement benefits provided for in this Article in the same year unless the School Board, at its sole discretion, approves a higher number. In the event there are more applicants than are eligible to participate, the most senior applicants, based on Colby School District experience, will be selected. If seniority is equal, the selection will be based on the order of receipt of the application.

C. Early Retirement Benefit Health Insurance

Upon retirement, for an eligible teacher whose application has been approved, the District will credit up to three thousand dollars for each year of service (\$3,000 x years of service at the Colby School District) to serve as a credit for the retiree for use in the payment of the premium for health insurance / medical expenses through the District until the teacher becomes entitled to Medicare. ~~Upon retirement, for an eligible teacher whose application has been approved, the district will credit up to three thousand dollars for each year of service (\$3,000 x years of service in Colby) towards health insurance / medical expenses until the teacher becomes entitled to Medicare and unreduced social security benefit eligibility.~~

1) **Effective with the 2011-12 school year, each qualifying teacher shall have \$3,000, or such amount as proportional to the employment status of the teacher pursuant to his/her letter of appointment, designated in an HRA (Health Retirement Account) to be used for health insurance benefits upon retirement. The HRA may be funded or unfunded as determined by the District unless otherwise required by law.** ~~Effective with the 2011-12 school year, each qualifying employee shall have \$3,000 designated in an HRA (Health Retirement Account) to be used for health insurance benefits upon retirement.~~

2) **The HRA benefit shall accrue to the teacher (subject to the terms of this provision) at the completion of the teacher's sixth full year of service in the Colby School District. Full year is defined as "full time" (1.0 FTE) and prorated based on FTE specified in the teacher's letter of appointment with the District. HRA's designated for retirement health benefits are paid based upon the full-time equivalency of the teacher's contract.**

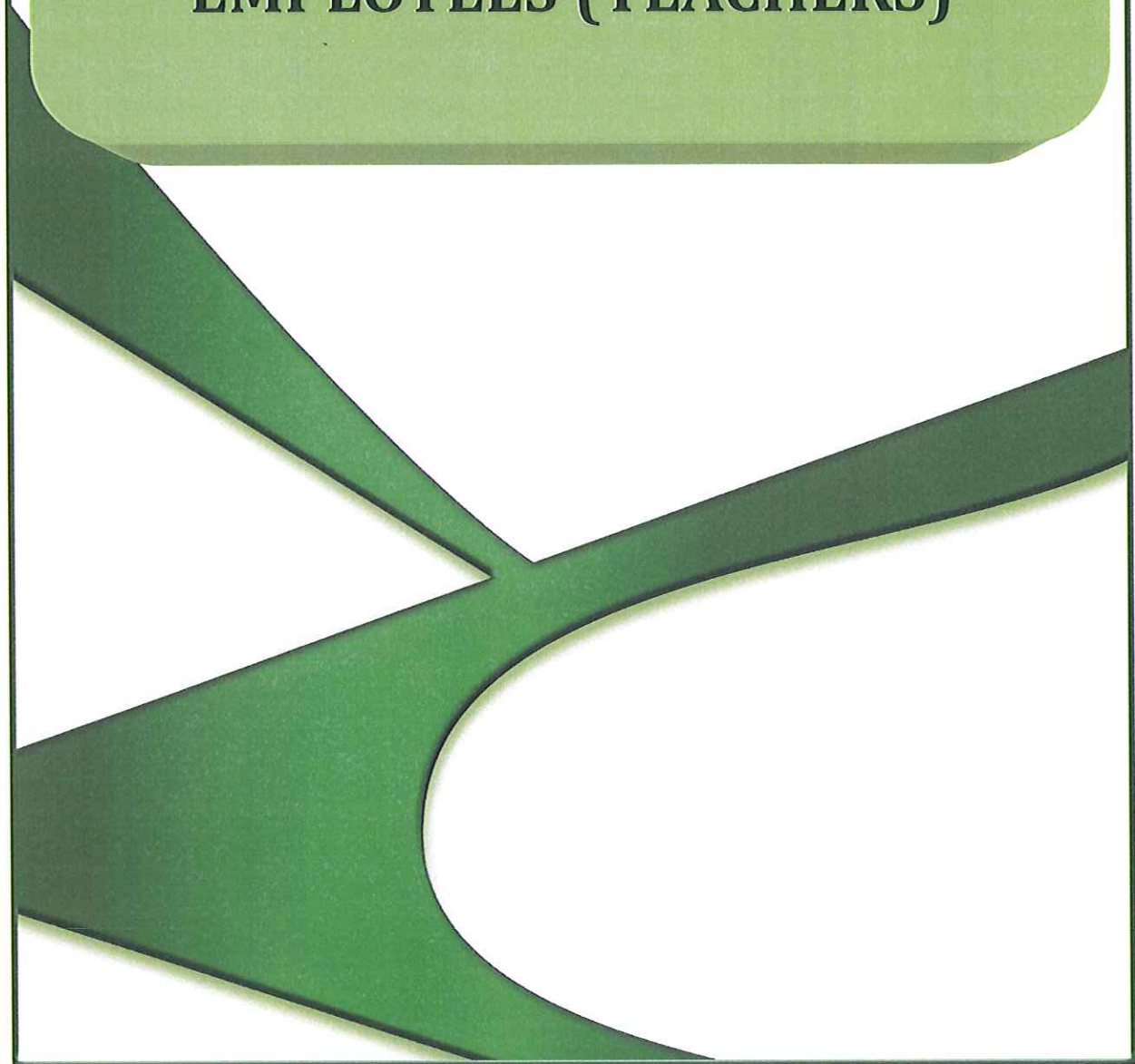
3) ~~The HRA benefit shall be vested at the completion of the teacher's sixth full year of service in the Colby School District. Full year is defined as "full time" (1.0 FTE) and prorated based on FTE specified in letters of appointment.~~

BOE Approved 01/16/2012
Effective 01/23/2012
Revised 03/19/2012

- 4) In the event of death of the retiree, his or her spouse will be eligible to the above credits on the above basis as if the retiree was still living through the eligibility period reflected in this benefit offering had the employee survived. ~~Previous years individual HRA (Health Retirement Account) payments shall be included in this benefit.~~
- 5) There is no cash equivalency benefit available under this provision for the retiree or any surviving spouse. ~~In the event of death of the retiree, his or her spouse will be eligible to the above credits on the above basis as if the retiree was still living.~~

D. Payment of Benefit

- 1) Upon Board approval of the retirement date, a monthly benefit is determined by dividing the total benefit credit by the number of months until the employee becomes entitled to Medicare eligibility. ~~Upon Board approval of retirement date, a monthly benefit is determined by dividing the total earned benefit by the number of months until the employee becomes entitled to Medicare and unreduced social security benefit eligibility.~~
- 2) Retired employees may use the HRA credit to receive reimbursement for qualifying health insurance through the District or to receive reimbursement of qualifying health insurance / medical expenses from a third party vendor selected by the district. ~~Retired employees request reimbursement for qualifying health insurance / medical expenses from a third party vendor selected by the district.~~
- 3) Retired employees who return to work in any position which offers health insurance shall have their benefit suspended until they no longer work in a position that is eligible for health insurance, subject to the terms for participation eligibility. Upon termination of any health insurance qualifying post retirement employment, monthly benefits with the Colby School District will be recalculated as described in Part II, Section 8, D(1). ~~Retired employees who return to work in any position which offers health insurance; shall have their benefit suspended until they no longer work in a position that is eligible for health insurance. Upon termination of post retirement employment as described above, monthly benefits with the Colby School District are recalculated as described in Part II, Section 8, D(1).~~
- 4) Any retiree who fails to provide notice to the District as provided in Part II, Section B within twelve (12) months of their retirement, shall forfeit this benefit.
- 5) The District reserves the right to modify this benefit offering at any time or cease it in its entirety including for retirees in pay status. Decisions made by the District in the interpretation and operation of this benefit offering shall be in its sole discretion and are final and binding. In the event of any review of a decision by a court of law, the reviewing tribunal shall give deference to the District's decision, confirming such decision, unless it is shown that the District acted in an arbitrary and capricious manner. The decision of the District on all issues under this offering shall be final.



**PART II -
PROFESSIONAL/EXEMPT
NON-SUPERVISORY SALARIED
EMPLOYEES (TEACHERS)**

Professional/Exempt Non-Supervisory Employees (Salaried)

Letter of Appointment

School District of Colby

Colby, WI

It is hereby agreed, by and between the Board of Education of the School District of Colby, Wisconsin, hereinafter referred to as the "Board", and "EMPLOYEE NAME", a teacher legally qualified to practice in the State of Wisconsin, hereinafter referred to as the "Teacher".

1. That said Teacher shall teach in the School District of Colby for 188 contract days during the "2011-12" school year for the sum of "\$SSSS", subject to the deductions required by law, payable in bi-weekly installments beginning with the pay period ending "date", providing that any pay will be withheld until all reports required by the Board, Superintendent of Schools, and other administrative personnel have been properly made and delivered when required.
2. That said Teacher possesses proper certification to teach from the State Department of Public Instruction and said certificate or license shall be recorded in the office of the Superintendent of Schools.
3. That said Teacher shall teach in such school building or buildings, and such classes, and at such times as the Board shall direct, beginning on or about "DATE OF START OF SCHOOL".
4. It is further agreed, that said Teacher, shall be entitled to benefits and leave as identified in the Employee Handbook.
5. It is further agreed, that said Teacher, when first employed and thereafter according to Board Policy, is required to submit a report of medical examination on forms furnished by the Board. This examination is to be paid for by the District and is to include those medical provisions as required by state law.
6. That said Teacher enters this contract subject to the laws of the State of Wisconsin and the rules and regulations of the pertinent State agencies, and subject to all the rules and regulations of the Board now in force or such as may hereafter be adopted, including the directions of the Superintendent of Schools and Principal of the building in which the Teacher is rendering his or her service, and said Teacher agrees to abide by the same.
7. That said Teacher enters into this contract with the full purpose and intent of teaching whatever classes may be assigned, including services as class advisor, hall duty, playground duty and any special duty in training or disciplining students which may be necessary for the welfare of the school, and said Teacher agrees to faithfully perform such duties.
8. It is further agreed, that in the event of destruction by fire or other means beyond the control of the parties hereto, of the school building in which the Teacher shall be employed, or in the event of the permanent inability of the Teacher to perform the service herein specified, this contract shall be deemed terminated on that day, and the Teacher shall be paid and receive, in full settlement of all claims hereunder, the proportionate part of the contract salary earned, plus accrued sick pay if applicable, provided that nothing shall be construed to require payment to be made for temporary loss of time by the Teacher, except holidays, provided by the statutes, or by the rules or order of the Board of Education.
9. It is further agreed, if this contract is breached during the term hereof, liquidated damages will be assessed to the offending party in the amount of \$1,000. If the contract is breached prior to the start of the school year the following amounts will be assessed: \$500 if notice is effective on or after July 1; \$750 if notice is effective on or after August 1 following the signing of the contract. Necessary attorney fees and court costs will also be borne by the offending party except that the Board may waive such forfeiture at its discretion.
10. This contract is subject to amendment by a subsequent collective bargaining agreement or board approved handbook procedures.

Please sign and return one copy of this contract by "RETURN DATE".

Dated this th day of "DATE".

By _____, Clerk
Board of Education, School District of Colby

I, the undersigned Teacher, represent to the School Board that I am not now under a contract of employment with another school district for any period covered by this contract. I hereby accept the provisions as set forth in this contract.

"EMPLOYEE NAME"

Date

Address

Extended Hours / Summer School / Community Education
Letter of Appointment
School District of Colby
Colby, WI

It is hereby agreed between the Board of Education of the School District of Colby, party of the first part, and **"EMPLOYEE NAME"**, party of the second part that said party of the second part shall perform the duties of **"POSITION"**, for **"NUMBER OF HOURS"** for the Summer of **"YEAR"** as the Board shall direct the sum of **"\$\$\$"** per hour, providing that any pay will be withheld until all duties required by the Board of Education, Superintendent of Schools, and other administrative personnel have been properly fulfilled as required.

It is Further Agreed by the party of the second part, that this contract is made subject to all the rules and regulations of said Board of Education now in force and such as may hereafter be adopted, including the directions of the Superintendent of Schools and other administrative personnel.

It is Further Agreed by the party of the second part, that wages shall begin at the time he or she reports for duty. The wages or salary shall be paid bi-weekly on such calendar dates as set by the Board of Education.

Please sign and return one copy of this contract by **"RETURN DATE"**.

Dated this th day of **"DATE"**.

By _____, Clerk
Board of Education, School District of Colby

"EMPLOYEE NAME"

Date

Address

SECTION 1. DISCIPLINE, TERMINATION AND NONRENEWAL

1.01 Standard for Nonrenewal for Teachers

Teachers employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Sec. 118.22, Wis. Stats. No teacher shall be non-renewed for arbitrary or capricious reasons. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats. and is not covered by the grievance procedure under this *Handbook*.

1.02 Standard for Discipline and Termination

A teacher may be disciplined or terminated for "cause". Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook*. "Cause" is defined as the following:

- A. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest; and
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

1.03 Representation

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the District shall advise the employee of his or her right to representation prior to the meeting. In the event the employee chooses to have representation, the meeting may be delayed, at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

1.04 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

1.05 Termination of Employment

The employment relationship between the District and any employee is terminated:

- A. If the employee is discharged pursuant to section 1.02, whichever is applicable.
- B. If the employee quits his/her employment.
- C. If the employee fails to return to work on the work day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis.
- D. If the employee retires.

SECTION 2. PROFESSIONAL HOURS/WORKDAY

2.01 Letter of Appointment

Each employee shall be issued an annual letter of appointment that shall be consistent with, but subservient to, this *Handbook* and board policy, before the last student contact day of the school year. The letter of appointment shall identify the employee, the position(s) that the employee is employed for, the length of the work year, the length of the work day, and the pay rate for the position. Specific

assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held.

A new letter of appointment shall be issued in cases of transfers, promotions, demotions, and partial or full layoff. In the case of a change of assignment the employee shall be provided with at least 10 calendar days' notice of the change of assignment, if practicable, as determined by the administration.

2.02 Normal Hours of Work

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week", including a duty-free thirty (30) minute lunch period. The actual workday for each building shall be established by the Board.

If a teacher accepts a voluntary assignment during his/her duty free lunch period, he/she will be compensated as defined in [Appendix Part VI – 2.04](#).

2.03 Administratively Called Meetings

- A. Staff Meetings: Teachers are required to attend all mandatory administratively called staff meetings. The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.
- B. Other Administratively Called Meetings: The notification and duration provisions of section 2.02, subsection A above do not include nor shall they apply to meetings of individual educational plans teams, the preparation of individual education plans, parent-teacher conferences, department meetings or activities of similar nature, which are normally conducted at other times. Teachers are required to attend such events regardless of the date, time or duration of said meetings. Teachers who are required to attend other administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

2.04 Attendance at School Events

Teachers are required to attend all mandatory administratively required school events. These events, though not limited by enumeration, may be an open house, music program, art show and/or other District or building events that occur after the normal workday. Teachers shall be given no less than thirty (30) calendar days notice of such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the District Administrator and/or his/her designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the open house.

2.05 Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences.

2.06 Flexible Scheduling during Workweek

An employee may request a change in his/her weekly work schedule. The request for a change in the employee's weekly work schedule shall be made at least one (1) week in advance of the proposed change, unless circumstances allow for a shorter notice period. The request shall be filed with the employee's immediate supervisor. The immediate supervisor shall have the authority to grant or deny the employee's request in his/her sole discretion. The scheduling of hours of work under the flexible work schedule is at the sole discretion of the immediate supervisor. The agreement to allow an employee to have a flexible work schedule shall not, in and of itself, result in the employee being eligible for overtime or flexible professional hours.

2.07 Emergency School Closures

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

2.08 School Calendar

The school calendar shall be determined by the Board. The calendar shall consist of 188 days. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc., shall be at the discretion of the Board.

SECTION 3. PROFESSIONAL GROWTH

3.01 Requirement to Remain Current

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, the teacher will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

3.02 Provisions for Graduate Study

Teachers shall be compensated in accordance with the degrees and advanced preparation they have.

Professional development shall be subject to the following conditions:

- A. Courses must be considered of graduate difficulty unless taken to fill a definite need in the school curriculum as determined by the Board or its designee.
- B. Credits for courses must be approved in advance by the Board or its designee and computed on the semester plan.
- C. A grade of "B" or better must be achieved or a grade acceptable for credit at the institution at which the teacher is studying must be achieved.
- D. Teachers completing six (6) graduate level credits approved by their building Principal and Superintendent shall be compensated \$750.00 annually upon completion of the plan.
- E. Teachers who complete a DPI approved Professional Development Plan AND have that plan approved by their building Principal and Superintendent shall be compensated \$750.00 annually upon completion of the plan.
- F. Teachers shall submit to the District Office an official transcript of credit or completed

Professional Growth Plan (that has been pre-approved by their immediate supervisor/principal and the superintendent) by September 15th to request professional growth compensation.

SECTION 4. TEACHER SUPERVISION AND EVALUATION

4.01 General Provisions

The Board and teachers view teacher evaluation as a continuing process for the purpose of improving instruction and assessing the individual performance of staff members. Definitions under this section:

- A. "Day" and "Days": The words "day" and "days" in this article mean working school days, excluding holidays, weekends, etc.
- B. "Continuing Teacher": A continuing teacher is a teacher who has taught more than three years in the District under a full-time or part-time regular teaching contract.
- C. New to the System Teacher: A new to the system teacher is a teacher who has taught less than three years in the District under a full-time or part-time regular teaching contract.

4.02 Evaluators

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee. The administrator will be certified by the DPI. The administrator may be a District employee or a non-District employee who is a certified administrator. Prior to the first student contact day, the District will provide the employees with their placement within the supervision and evaluation rotation cycle. The District may modify this list at any time during the contract year. The employees affected by the change will be notified in writing of any changes in the evaluation list.

4.03 Evaluation Process – Conditions for All Employees

A. Basic Requirements

- 1. A new employee shall be formally evaluated at least two time(s) during the first year of employment. The first evaluation shall consist of a pre-conference, observation and post-conference. The first two evaluations must be completed prior to February 15.
- 2. A continuing employee shall be formally evaluated every school year, every second school year, or every third school year at the discretion of the District.
- 3. All required observations must be completed by May 31st.
- 4. All formal observations will be followed by a conference with the administrator. This conference will take place as soon as practical following the actual observation.
- 5. Assistance, recommendations and directions may, at the discretion of the District, be provided to each teacher in an attempt to correct professional difficulties observed.

- B. **Acknowledgement of Receipt and Response**: The teacher will acknowledge receipt of all documents related to supervision and evaluation by signing and dating the document within ten (10) school days. The teacher shall have the right to attach a report with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may reduce those comments or objectives to writing and have them attached to the evaluation instrument to be placed in the personnel file. A teacher may attach a response to any document related to this process after the teacher's receipt of the evaluation document(s) listed above. The file copy of the evaluation and any comments or objectives shall be signed by both parties to indicate awareness of the content. The following statement shall be part of the instrument:

"The signatures do not indicate agreement or disagreement but merely certify that the

observation and conference as noted were held and that the opportunity was available for attaching written clarification/objections at the time of signing."

The response must be initialed by the supervisor.

- C. Copy of Evaluation Procedures: A copy of the evaluation forms are available in the Administrative Procedures Manual #538 or on the website at www.colby.k12.wi.us.
- D. Initial Educator Professional Development Plan: The individual teacher who holds an Initial Educator License is responsible for developing a Professional Development Plan (PDP). The PDP must demonstrate increased proficiency and professional development based on the Wisconsin Educator Standards. The Initial Educator is also responsible for initiating an annual review of the PDP by the Initial Educator's Review Team (IERT) that is convened by the Initial Educator.
 - 1. Mentor for Initial Educator and a teacher new to the District (who holds a current Wisconsin teaching license)
 - a. An initial educator will be provided a qualified mentor by the District. Any continuing teacher interested in being considered for serving as a mentor must submit a letter indicating interest by April 1 of each year. When mentors are selected by the District, volunteers will be considered first. If the District deems that a suitable match cannot be made from the list of volunteers, the District may contract other continuing teachers who are qualified mentors. The District reserves the right to use qualified persons who are not District employees or continuing teachers.
 - b. If a continuing teacher is selected as a mentor, he/she shall be paid a stipend of \$500 for the period served as a mentor (from August of the first year through October of the subsequent year) for an initial educator.
 - c. A teacher new to the District, but not an initial educator, may also be provided a qualified mentor by the District.
 - d. A continuing teacher serving as a mentor may request the District assign him/her to a different teacher new to the system teacher and/or be relieved completely from mentor responsibilities. The request must be in writing to the District Administrator. The District Administrator will respond to the request within ten (10) days of receipt. The District Administrator will grant the request if the District Administrator, in his/her discretion, has a qualified replacement mentor. The present continuing teacher will serve as the mentor until such time as the suitable replacement is found. In the event a mentor is replaced, compensation will be prorated for the period served as a mentor.
 - e. The teacher receiving mentoring may request the District to provide a different mentor. The request must be in writing to the District Administrator. The District Administrator will respond to the request within ten (10) days from receipt.
 - f. The District will make a good faith effort to assign an individual mentor for each teacher new to the District; however, a mentor may elect to work with more than one employee.

SECTION 5. TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS

5.01 Teacher Assignments, Vacancies and Transfers

- A. Determination of Assignment: Teachers will be assigned or transferred by the District Administrator of the District and/or his/her designee.
- B. Assignment Preference Consideration: Teachers may express in writing to the District Administrator and/or his/her designee their preference of a) school; b) grade level; or c) subject. If a teacher wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the District Administrator and/or his/her designee. Insofar as possible, consideration shall be given these requests.
- C. Job Posting: When a position becomes vacant or a new position is created, notice of such available position shall be posted on the District's website for a minimum of 5 days. The employer retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. Vacancies will be posted on the District's website. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the work hours of the position, the rate of pay for the position, the anticipated start date and the qualifications required for the position.
- D. Process for Filling Vacancies: An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position. The District retains the right to determine the job descriptions needed for any vacant position.
- E. Involuntary Transfers: When the District determines that an involuntary transfer of an employee is necessary, due to the District's inability to fill a vacancy or a new position according to the procedures set forth above may, at its discretion, transfer an employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator and/or his/her designee which will include the reasons for the transfer. An employee who is involuntarily transferred shall suffer no loss of wages, hours, or other fringe benefit as a result of such transfer. An employee who is involuntarily transferred and suffers a loss of wages, hours or other fringe benefit as a result of such transfer may contest the transfer as discipline under Section 1.02.

5.02 Employee Resignations

- A. The teacher's contract, which is part thereof, shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:
 - 1. The teacher must give the District notice that they intend on severing their contract with the District. Whenever possible, the teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.
 - 2. It is agreed that liquidated damages are due to the District with the sixty (60) calendar day notice of resignation as follows:
 - a. Five hundred dollars (\$500.00) if the employee's resignation is effective on or after

- July 1st, but before August 1st.
- b. Seven hundred and fifty dollars (\$750.00) if the employee's resignation is effective on or after August 1st, but before the start of the school year.
- c. One thousand dollars (\$1,000.00) if the employee's resignation is effective on or after the start of the school year.
- 3. Liquidated damages and the sixty (60) calendar day notice requirement would not apply to teachers who do not return their contracts by April 15th, or whose resignation is tendered and effective after the end of the school year, but before July 1st.
- 4. The employee may choose to have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit a check for the liquidated damages amount at the time of resignation.
- B. The Board in its discretion may waive the liquidated damages for the following reasons:
 - 1. Employment transfer of spouse;
 - 2. Illness of employee;
 - 3. Other reasons as determined by the School Board.

In the event the District chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.
- C. Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Article.

In the event said teacher breaches this contract by termination of services during the term hereof, the Board may, at its option, demand to recover from the teacher such amount of liquidated damages as set forth above; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the District is not the exclusive remedy or right of the Board, but is, rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by the said teacher.

5.03 Teacher Absence and Substitutes

When a regular teacher is to be absent from school and a substitute is needed, it is the responsibility of the teacher to call the designated substitute service. If possible, such notification should be made the evening prior to the time of absence, or before 6:00 a.m. This will help to provide time for obtaining a substitute teacher.

5.04 Extended Contracts

Additional contract days may be added to the contracted school calendar for each teacher at the discretion of the District. Teachers shall be compensated for said days at their individual contracted per diem rates of pay for each of the extended contract days. Days may be scheduled in full or partial day increments.

5.05 Job Sharing

- A. Definition: Job sharing is defined as a voluntary program to provide the opportunity for two or more employees to share a position which will be prorated on the basis of the percentage of the full-time equivalent position that the individual job-sharer works. Job sharing may be allowed for reasons such as child rearing, health (member or member's family), continuing education, semi-retirement, transition to other employment, or any other reason deemed appropriate.
- B. Approval: Job sharing must be jointly approved by the District and the teachers who wish to participate.
- C. Eligibility: In order to be eligible to participate in the job sharing program, applicants must:
 - 1. Agree to sign a one-year contract for the shared position.

2. Agree to return to full-time status, or to be non-renewed, at the option of the District, in the event the shared position is eliminated or if one of the participants in the shared job is unable to continue in the shared assignment.
 3. Be certified to teach those subjects/grade levels involved in the shared job.
- D. Assignment: Shared job holders shall be assigned specific job responsibilities at the time the job sharing contract is signed. The list of job responsibilities shall be appended to the individual contract and shall minimally include, but not be limited to:
1. A description of the job to be shared and the percent of full-time for which the contract is let, as well as the above provisions controlling salary, benefits, seniority, unemployment, etc.
 2. Allocation of preparation time and planning responsibilities between the job sharers.
 3. Grade reporting requirements (if different than normal).
 4. Faculty meeting and parent conference responsibilities.
 5. Extra-duty assignments and compensation.
 6. Any other unusual or unique working conditions which may be applicable.
- E. Insurance Benefits
1. The District shall pay insurance premiums for each job sharer in an amount prorated in accordance to their full-time equivalency subject to the eligibility rules of the insurance carrier. The total provided shall not exceed an amount equal to the benefits for one full-time employee.
 2. Job sharers may retain full fringe benefits purchased by payroll deduction of the difference between the District's prorated share of the premium and the full amount of the premium.

SECTION 6. REDUCTION IN FORCE, POSITIONS & HOURS

6.01 Reasons for Reduction in Force

In the event the Board determines to reduce the number of positions (full nonrenewal) or the number of hours in any position (partial nonrenewal), the provisions set forth in this section shall apply.

6.02 Notice of Reduction

The District will provide notice of nonrenewal in accordance with the timelines set forth in § 118.22, Wis. Stats. The nonrenewal notice shall specify the effective date of the nonrenewal, the right to a private conference under § 118.22, Wis. Stats and will refer the employee to the Reduction in Force provision in this *Handbook*.

6.03 Selection for Reduction – Steps

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing reducing staff.
- B. Step Two - Volunteers: Volunteers will be non-renewed first. The District will provide the volunteer(s) with a nonrenewal notice. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be non-renewed under this section will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District directed nonrenewal under this section of the *Handbook*.

- C. Step Three - Selection For Reduction/Layoff: The District shall select the employee in the affected grade level, department/certification area for nonrenewal [full nonrenewal or a reduction in hours].
1. Grade Levels/ Departments/certification area for the purpose of this section shall be defined as:
 - a. Elementary (K-5) - Teachers from all buildings will be considered, not just the building in which the nonrenewal is necessary.
 - b. Middle and High School (6-12) - Teachers will be considered for nonrenewal from with the department (see definition c. below) in which the nonrenewal is deemed necessary. All teachers who teach two or more periods within that department will be considered for nonrenewal.
 - c. Departments: The term "department" shall mean the subject area in which the teacher taught during the current school year. Examples of departments are math, English, history, science, etc. By enumeration no restriction is placed on the number or types of departments. The number and type of departments is at the discretion of the Board.
 2. The District shall utilize the following criteria in order of application for determining the employee for nonrenewal:
 - a. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - b. Qualifications as Established by the Board: Including, but not limited to specific skills, certification [if applicable], training, District evaluations, etc.
 - c. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include but not be limited to current and past assignment and practical experience in the area of need.
 - d. Performance of the Employees Considered for Nonrenewal: Performance of the employees under consideration as previously and currently evaluated in the last two summative evaluations. A cumulative score is given on the four major sections on the performance evaluation instrument.
 - e. Length of Service of the Employee.
 - 1). Length of Service: Is defined as length of service with the District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating length of service.
 - 2). Tie Breaker on Length of Service: In the event two or more employees start on the same date, the employee who is senior shall be determined by the District.
 - 3). Length of Service List: The District will annually produce a length of service list by September 30th. Employees will raise any objections to the proposed length of service list by December 1st.

6.04 Reduction in Hours Resulting in Nonrenewal

Employees who are non-renewed and such nonrenewal results in a reduction in hours shall not lose any benefits they have accrued. Benefits are defined as length of service and sick leave earned as an employee. Reduced in time employees shall be treated as part-time employees under this *Handbook*.

6.05 Reemployment Process

The reemployment process is solely available to employees non-renewed underneath this section. It does not apply to employees non-renewed based upon performance as set forth in [Part II, Section 1](#).

- A. **Reemployment Period:** Employees non-renewed under this section shall retain the reemployment options set forth herein for a period of twenty-four (24) months after the employee's last day of work with the District.
- B. **Reemployment Obligations – Employee:** All employees non-renewed under this section shall have their names placed on a reemployment list. In the event a vacancy occurs or a new position is created while employees are on the reemployment list, the District shall first attempt to fill the position utilizing the vacancy and transfer language contained in this *Handbook*. Employee failure to maintain current contact information at the District office voids this section. Employees on the reemployment list may apply for the vacant position according to the terms of this *Handbook*. The District will post vacancies in accordance with the terms of this *Handbook*.

6.06 Termination of Reemployment Opportunities

Reemployment opportunities shall end should an employee refuse reemployment to a position under Part II of this *Handbook*, except as provided below. Casual or substitute work with the District during the reemployment period shall not extend the reemployment period. Employees on the reemployment list may refuse reemployment to positions with a substantially different full-time equivalency (FTE), substitute or temporary positions without loss of the ability to apply to the next available position for which the employee is qualified. Employees on reemployment list shall not lose the ability to apply for an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment or a temporary appointment, with the District.

6.07 Insurance Benefits Following Nonrenewal

Please see Part I, Section 15, COBRA, subsection 15.11 for a full explanation of insurance continuation options.

6.08 Accrued Benefits during Reemployment Period

Non-renewed employees shall suffer no loss of sick leave, or other accrued benefits when rehired. Sick leave days shall not accrue for an employee during the reemployment period.

6.09 Furloughs

The District may furlough employees for budgetary reasons, and the following guidelines apply during furlough periods:

- A. Employees shall not receive their wages or salary but are permitted to apply accrued vacation or personal leave (thus receiving compensation).
- B. Employees are prohibited from working.
- C. Sick leave, personal leave, etc. shall continue to accrue as if the employees were working.
- D. The District shall provide health insurance, dental insurance, etc. at the same level it would if the employees were working.

6.10 In-Service and Other Training

The District may require teachers to attend in-service and other training, either of which may occur outside of employees' regular hours of work. Additional compensation (if any) for such training shall be determined by relevant law [FLSA], District policy, and pertinent employment contracts.

SECTION 7. PROFESSIONAL COMPENSATION

7.01 Curriculum Planning Projects and Other Projects within the Scope of Employment

When the District assigns an employee to work on a curriculum project that is outside of the terms of the individual employee's contract, the employee shall be paid according to the Extra-curricular Pay Schedule [Appendix Part V – 1.06](#). The length of time and maximum number of hours for completion of the project shall be determined by the employee's immediate supervisor, in his/her sole discretion. The compensation above will be paid when the project has been completed and approved by the applicable administrator. Other projects within the employee's scope of employment that are approved by the District Administrator (or designee) shall be paid at the curriculum projects rate.

7.02 National Board Certification

An employee who earns certification from the National Board for Professional Teaching Standards, or a Master Teacher designation if the National Board for Professional Teaching Standards is not available in the employee's certification area, shall have his/her salary increased by \$1,500. This shall be a one-time increase in the employee's salary and shall immediately cease if the employee fails to retain such certification.

7.03 Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

SECTION 8. POST-EMPLOYMENT BENEFITS

8.01 Voluntary Early Retirement Benefit Program

A. Eligibility

Teachers will be eligible for the early retirement benefit provided for in this Article if they declare, in writing, to the Board of Education, their retirement intentions prior to February 1 of the calendar year in which they intend to retire from an employer contributing to the Wisconsin Retirement System.

B. Application and Limitation

Application for participation in the early retirement benefit provided for in this Article must be made by the teacher in writing and submitted to the School Board on or before February 1st of the last school year prior to retirement from an employer contributing to the Wisconsin Retirement System. No more than three (3) teachers shall be eligible to begin participation in the early retirement benefits provided for in this Article in the same year unless the School Board, at its sole discretion, approves a higher number. In the event there are more applicants than are eligible to participate, the most senior applicants, based on Colby School District experience, will be selected. If seniority is equal, the selection will be based on the order of receipt of the application.

C. Early Retirement Benefit Health Insurance

Upon retirement, for an eligible teacher whose application has been approved, the District will credit up to three thousand dollars for each year of service (\$3,000 x years of service at the Colby School District) to serve as a credit for the retiree for use in the payment of the premium for health insurance / medical expenses through the District until the teacher becomes entitled to Medicare.

- 1) Effective with the 2011-12 school year, each qualifying teacher shall have \$3,000, or such amount as proportional to the employment status of the teacher pursuant to his/her letter of appointment, designated in an HRA (Health Retirement Account) to be used for health

insurance benefits upon retirement. The HRA may be funded or unfunded as determined by the District unless otherwise required by law.

- 2) The HRA benefit shall accrue to the teacher (subject to the terms of this provision) at the completion of the teacher's sixth full year of service in the Colby School District. Full year is defined as "full time" (1.0 FTE) and prorated based on FTE specified in the teacher's letter of appointment with the District.
- 3) In the event of death of the retiree, his or her spouse will be eligible to the above credits on the above basis as if the retiree was still living through the eligibility period reflected in this benefit offering had the employee survived.
- 4) There is no cash equivalency benefit available under this provision for the retiree or any surviving spouse.

D. Payment of Benefit

- 1) Upon Board approval of the retirement date, a monthly benefit is determined by dividing the total benefit credit by the number of months until the employee becomes entitled to Medicare eligibility.
- 2) Retired employees may use the HRA credit to receive reimbursement for qualifying health insurance through the District or to receive reimbursement of qualifying health insurance / medical expenses from a third party vendor selected by the district.
- 3) Retired employees who return to work in any position which offers health insurance shall have their benefit suspended until they no longer work in a position that is eligible for health insurance, subject to the terms for participation eligibility. Upon termination of any health insurance qualifying post retirement employment, monthly benefits with the Colby School District will be recalculated as described in Part II, Section 8, D(1).
- 4) Any retiree who fails to provide notice to the District as provided in Part II, Section B within twelve (12) months of their retirement, shall forfeit this benefit.
- 5) The District reserves the right to modify this benefit offering at any time or cease it in its entirety including for retirees in pay status. Decisions made by the District in the interpretation and operation of this benefit offering shall be in its sole discretion and are final and binding. In the event of any review of a decision by a court of law, the reviewing tribunal shall give deference to the District's decision, confirming such decision, unless it is shown that the District acted in an arbitrary and capricious manner. The decision of the District on all issues under this offering shall be final.

**PART III - NON-EXEMPT HOURLY
EMPLOYEES (SUPPORT STAFF)**

A decorative graphic consisting of several overlapping, curved green shapes that form a stylized, abstract shape resembling a large letter 'X' or a similar symbol. The shapes are in various shades of green and are positioned in the lower half of the page, extending from the left edge towards the center.

Non-Exempt Employees (Hourly)
Letter of Appointment

School District of Colby
Colby, WI

It is hereby agreed between the Board of Education of the School District of Colby, party of the first part, and "EMPLOYEE NAME", party of the second part, shall perform the duties of "POSITION" for "HRS" hours per day for "DAYS" days during the "SCHOOL YEAR" school year in such buildings and at such times as the Board shall direct for the sum of "HRLY WAGE" per hour, payable in bi-weekly installments, providing that any month's pay will be withheld until all duties required by the Board of Education, Superintendent of Schools, and other administrative personnel have been properly fulfilled as required.

1. It is Further Agreed by the party of the second part, that wages or salary shall begin at the time he or she reports for duty. The wages or salary shall be paid on such calendar dates as set by the Board of Education.
2. It is Further Agreed by the party of the second part, that this contract is made subject to all the rules and regulations of said Board of Education now in force and such as may hereafter be adopted, including the directions of the Superintendent of Schools.
3. It is Further Agreed by the party of the second part, when first employed and thereafter according to Board Policy, to submit a report of medical examination on forms furnished by the school board. This examination is to be paid for by the school district and is to include only those medical provisions as required by state law.
4. It is Further Agreed that the party of the second part shall be entitled to benefits and leave as identified in the employee handbook.
5. The School District shall provide and make payment for long-term Income Protection Insurance in case of disability. The Board of Education agrees to pay a portion of the employee's current year's salary into the Colby Public Schools, Trustee Account Pension Plan or Wisconsin Deferred Comp, Non-instructional Employees, provided the employee qualifies for and belongs to the plan; as defined in the employee handbook.
6. It is Further Agreed that either party may terminate this contract immediately following written notice.

In witness thereof the parties have executed this instrument this "DATE" day of "MONTH/YEAR".

Board of Education, School District of Colby

By _____, Clerk

Please sign and return one copy of this contract to CDEC by "RETURN DATE".

"EMPLOYEE NAME"

Date

Address

SECTION 1. DISCIPLINE AND DISCHARGE

1.01 Length of Probationary Period

Length of Probationary Period: All newly hired employees shall be on probation for a period of one calendar year.

1.02 Standard for Discipline and Termination

- A. Probationary Employee: Probationary employees may be disciplined or terminated from employment by the District in its sole discretion. Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook* [Part I Section 5.04](#).
- B. Non-Probationary Employee: A non-probationary employee may be disciplined or terminated for reasons that are not arbitrary or capricious. Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook* [Part I Section 5.04](#).

1.03 Benefits during Probation

Except as expressed herein, all provisions of this Agreement shall apply to an employee as of the first day of employment. If an employee quits or is terminated during the probationary period, however, no accrued sick leave, vacation, or other benefits shall be due him or her. Employees eligible to receive insurance benefits shall receive initial coverage in accordance with the waiting periods, if any, contained in paid coverages without regard for the probationary period.

1.04 Representation

In the event any employee is called to a meeting with representatives of the Employer for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that may lead to discipline or discharge, the Employer shall advise the employee of his or her right to representation prior to the meeting. In the event the employee chooses to have representation, the meeting shall be delayed until appropriate representation may be obtained. Nothing in this provision shall prevent an Employer from removing an employee from the work place if immediate action is required.

1.05 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

SECTION 2. HOURS OF WORK AND WORK SCHEDULE

2.01 Letter of Appointment

Each employee shall be issued an annual letter of appointment that shall be consistent with, but subservient to, this *Handbook* and board policy, before the last student contact day of the school year. The letter of appointment shall identify the employee, the position(s) that the employee is employed for, the length of the work year, the length of the work day, and the pay rate for the position. Specific assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held.

A new letter of appointment shall be issued in cases of transfers, promotions, demotions, and partial or full layoff. In the case of a change of assignment the employee shall be provided with at least 10 calendar days' notice of the change of assignment, if practicable, as determined by the administration.

2.02 Regular Workday and Starting and Ending Times

A regular full-time workday is eight (8) hours, excluding lunch time. Because of different schedule requirements, employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

2.03 Regular Work Week

A regular work week is forty (40) hours or less. The regular work week is five (5) consecutive days unless the immediate supervisor assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

2.04 Part-time Employees

A regular schedule of hours shall be prepared for part-time employees. Such schedule shall be made known to the affected employees.

2.05 Additional Hours and Overtime - Approval and Assignment

- A. Approval: In order for an employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, the community or District property.
- B. Assignment: Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee(s) as determined by the District. If no one volunteers to perform the overtime, the District may assign the work on a rotating basis within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.
- C. Pay Rate for Overtime: Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time over forty (40) hours per week does not include sick, vacation, holiday, or personal leave time. The reason for overtime must be indicated on the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

2.06 Lunch Period

All employees who work six (6) hours or more per day will be entitled to an unpaid half-hour lunch period, which shall be duty free.

2.07 Breaks

Employees scheduled to work at least four (4) hours per work day shall receive one (1) fifteen (15) minute paid break. Employees scheduled to work at least eight (8) hours per work day shall receive two (2) fifteen (15) minute paid breaks. Breaks shall be scheduled by the immediate supervisor.

Hours Worked	Break(s) and Lunch Period Scheduling
0 to 3.99 hours	0 minutes
At least 4.0 to 5.99 hours	15 minutes
At least 6.0 to 7.99 hours	15 minutes and 30 minute duty-free lunch
At least 8.0 or more hours	(2) 15 minutes and 30 minute duty-free lunch

2.08 Time Cards or other Form of Electronic Tracking of Hours Worked

Time cards or an electronic time card system shall be used by all employees. Employees will punch in only at such time as they are fully prepared to begin work. Employees are responsible for their own time cards and shall not punch in or out for another employee. Employees caught punching in or out for another employee will be subject to discipline up to and including discharge. If an employee leaves the premises for any personal reason, the time clock is to be used to punch out and punch in upon return.

2.09 Emergency School Closings

- A. All custodians are expected to report to work when school is closed due to inclement weather or situations beyond the control of the District, if at all possible.
- B. All other employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Any employee not at work when school is closed for an emergency shall not be paid for that day. If the day is not rescheduled, the employee may elect one of the options listed in Section 2.10. Employees shall be required to make days up in the event that the District schedules make-up days.
- C. If employees report to work and a decision to close schools is made after that time, those employees will only be paid for the actual hours worked on such day.
- D. If employees report to work and a decision to close schools is made after that time, those employees will only be paid for the actual hours worked on such day those employees may elect one of the options in Section 2.11 for time lost due to the partial school closing.

2.10 Emergency School Closing Employee Options if the Day/Time is Not Made Up

The employee may select one of the following options if the District does not reschedule the day/time:

- A. The employee may come in to work or work an additional day/time at the end of the school year. The time set for makeup plus the regular assigned hours cannot exceed forty (40) hours per week.
or
- B. The employee may elect to not be compensated for the day/time school was closed.
or
- C. The employee may elect to use compensatory time off, vacation, or personal leave time if available.

The employee should notify the District on the next school day after the day school is closed, begins late or is dismissed early, for an emergency as to which option the employee wishes to select.

2.11 Flexible Schedule

An employee may request a change in his/her weekly work schedule. The request for a change in the employee's weekly work schedule shall be made at least one (1) week in advance of the proposed change, unless circumstances allow for a shorter notice period. The request shall be filed with the employee's immediate supervisor. The immediate supervisor shall have the authority to grant or deny the employee's request in his/her sole discretion. The scheduling of hours of work under the flexible work schedule is at the sole discretion of the immediate supervisor. All hours of work under a flexible work schedule agreement must be completed within one regular workweek as defined in section 2.03 above, and section 6.04 of Part I of the *Handbook*. The agreement to allow an employee to have a flexible work schedule shall not, in and of itself, result in the employee being eligible for overtime.

2.12 Call-In Pay

Employees called in to work hours outside of their regular work schedule that are not contiguous with their regular work schedule, except as noted below, shall be paid no less than two (2) hours pay. The

District may, at its discretion, require such employees to work the full two (2) hour period. Employees called in to open the building for a special event (e.g., use of school District facility by an outside agency or for co-curricular events) will be paid for the time that the employee is required to be at the District.

2.13 Attendance at Meetings

Employees required to attend meetings called or scheduled by the Employer shall be paid for all hours spent in attendance at such meetings, if such meetings are held when the employee would regularly be on duty.

SECTION 3. REDUCTION IN FORCE, POSITIONS & HOURS

3.01 Reasons for Layoff

In the event the Board determines to reduce the number of positions (full layoff) or the number of hours in any position (partial layoff), the provisions set forth in this Article shall apply.

3.02 Layoff Notice

The District will give at least thirty (30) calendar days notice of layoff. The layoff notice shall specify the effective date of layoff, that it is the responsibility of the employee to keep the District informed in writing of any changes in the employee's address, and that it will refer the employee to the Reduction in Force provision in this *Handbook*.

3.03 Selection for Reduction – Steps

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.
- B. Step Two - Volunteers: Volunteers will be laid off first. The District will provide the volunteer(s) with a layoff notice. Requests for volunteers will be sent to employees within each job category. An employee who volunteers to be laid off will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the job category are qualified to perform the remaining work. Volunteers will be provided with all procedures under this section of the *Handbook*.
- C. Step Three - Selection For Reduction/Layoff: The District shall select the employee in the affected job category for layoff or reduction in hours.
 1. Job categories for the purpose of this section shall be defined as:
 - a. Custodians
 - b. Secretaries
 - c. Kitchen Staff
 - d. Instructional Aides (Regular and Special Education)
 - e. Media Aides
 2. The District shall utilize the following criteria in order of application for determining the employee for layoff or reduction in hours:
 - a. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - b. Qualifications as established by the Board: Including, but not limited to specific job skills, certification [if applicable], training, district evaluations, etc.
 - c. Qualifications of the Remaining Employees in the affected job category: Relevant qualifications will be those experiences and training that best relate to the position(s) to

be maintained and District needs as determined by the Board. These experiences shall include but not be limited to: current and past assignment and practical experience in the area of need; and

d. Length of Service of the Employee.

- 1) Length of Service: Is defined as length of service with the District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating length of service.
- 2) Tie Breaker on Length of Service: In the event two or more employees start on the same date, the employee who is senior shall be determined by the District.
- 3) Length of Service List: The District will annually produce a length of service list and provide it by September 30th. The employees will raise any objections to the proposed length of service list by December 1st.

3.04 Reduction in Hours

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced in time employees shall be treated as part-time employees under this *Handbook*. Any employee who is reduced in hours (partial layoff) may choose to be fully laid off.

3.05 Recall/Rehire Process Period

Laid-off employees shall retain the option to be recalled for a period of twenty-four (24) months either after the employee's last day of work with the District or from the time the employee received the notification of layoff, whichever is later.

3.06 Recall Procedure

All laid off employees shall have their names placed on a recall list. In the event a vacancy occurs or a new position is created while employees are on layoff, the District shall first attempt to fill the position utilizing the vacancy and transfer language contained in this *Handbook*. Employee failure to maintain current contact information at the District office voids this section. Employees on recall may apply for the vacant position according to the terms of this *Handbook*. The District will post vacancies in accordance with the terms of this *Handbook*.

3.07 Termination of Recall Options

Recall options shall end should an employee refuse recall to a position in the job category, except as provided below. Casual or substitute work with the District during the recall period shall not extend the recall period. Employees on layoff status may refuse recall to positions with a substantially different full-time equivalency (FTE), substitute or temporary positions without loss of options to the next available position for which the employee is qualified. Employees on layoff status shall not lose recall options to an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment or a temporary appointment, with the District.

3.08 Insurance Benefits during Layoff

Please see [Part I, Section 15, COBRA, subsection 15.07](#) for an explanation of insurance continuation options.

3.09 Accrued Benefits during Layoff

Laid-off employees shall suffer no loss of sick leave, vacation or other accrued benefits when rehired. Sick leave days, vacation, and length of service time shall not accrue while an employee is on full layoff status.

3.10 Other Employment during Layoff

No employee on full or partial layoff shall be precluded from securing other employment while on layoff status.

3.11 Furloughs

The District may furlough employees for budgetary reasons, and the following guidelines apply during furlough periods:

- A. Employees shall not receive their wages or salary but are permitted to use accrued vacation, compensatory time (if allowed) or personal leave to receive compensation on furlough days.
- B. Employees are prohibited from working.
- C. Sick leave, personal leave, etc. shall continue to accrue as if the employees were working.
- D. The District shall provide health insurance, dental insurance, etc. at the same level it would have if the employees were working.

SECTION 4. ASSIGNMENTS, VACANCIES AND TRANSFERS

4.01 Determination of Assignment

Employees will be assigned or transferred by the District Administrator of the District and/or his/her designee.

4.02 Job Posting

When a position becomes vacant or a new position is created, notice of such available position shall be posted internally and externally simultaneously for a minimum of 5 working days, unless exigent circumstances as determined by the District require a shorter posting period. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period.

Vacancies will be posted on the [District's website](#). The notice shall include the date of posting, the job requirements, classification, a description of the position available, the tentative work hours of the position, the rate of pay for the position, and the qualifications required for the position.

4.03 Interviews

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position, and, if qualified, may be awarded the position.

4.04 Selection Process

In the event two or more equally qualified District employees apply for a position, the most senior applicant will be selected.

4.05 District Ability to Select the Most Qualified Applicant

The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position.

4.06 District Ability to Determine Job Description

The District retains the right to determine the job descriptions needed for any vacant position.

4.07 Trial Period

A District employee who is selected for a vacancy, pursuant to sections 4.03 through 4.06 above, will serve a trial period in the new position. The trial period will be for 30 working days. Prior to the expiration of the trial period, either the employee or employer may declare the trial period unsatisfactory and the employee shall return to his/her former position. The decision to return the employee to his/her position is not subject to the grievance procedure.

4.08 Involuntary Transfers

When the District determines that an involuntary transfer of an employee is necessary, due to the District's inability to fill a vacancy or a new position according to the procedures set forth above in sections 4.02 through 4.06, the District reserves the right to transfer an employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator which will include the reasons for the transfer.

SECTION 5. PAID VACATION

5.01 Notice

Each employee shall be notified of their total number of vacation days by July 15th of each year.

5.02 Calendar Year (two hundred and sixty (260) scheduled work days) Full-Time and Part-Time Employees

Paid vacation is a day off with pay for the number of hours the employee normally works. Paid Vacation will be provided to Calendar Year Full-time and Calendar Year Part-time employees according to the following schedule:

Number of Years Worked	Vacation Days Earned
After one (1) year of service	5 days
After two (2) years of service	10 days
After seven (7) years of service	14 days
After twelve (12) years of service	18 days
After fifteen (15) years of service	20 days
Every Year in addition to fifteen (15)	½ day per year up to 25 days

5.03 Scheduling of Vacation

Vacation time may be taken in full blocks, or in shorter blocks not less than one hour as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least five (5) working days prior to taking such leave, however, vacation time requested with less than five (5) working days notice may be approved by the District Administrator and/or his/her designee. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the District Administrator and/or his/her designee shall have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives.

5.04 Payment upon Termination/Transfer to a Position Not Eligible for Vacation

Any employee who terminates his or her employment for any reason, other than discharge, or any employee who transfers to a position that is not eligible for vacation, shall be entitled to the vacation pay remaining in his or her accumulation, as well as a pro-rated amount of the vacation that the employee would have received upon his or her next anniversary. Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck.

5.05 Holidays during Vacation

Should a paid holiday fall during an employee's vacation period the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

SECTION 6. HOLIDAYS

6.01 Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided to full-time and part-time employees according to the following schedule:

A. Employees working a full calendar year (260 work days)

January 1	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Good Friday	December 24
July 4	December 25
Labor Day	December 31

B. Employees working at least 200 days per calendar year, but less than 260 days per calendar year

January 1	Memorial Day
Labor Day	Thanksgiving Day
December 24 (1/2 Day)	December 25
December 31 (1/2 Day)	

C. School Year Employees working less than 200 days per calendar year:

Labor Day	Thanksgiving Day
December 25	January 1
Memorial Day	

6.02 Holidays Falling on Weekends

If any of the holidays listed above, fall on a Saturday, the preceding workday shall be observed as the holiday. If any of the above named holidays falls on a Sunday, the following workday shall be observed as the holiday. If January 1st falls on a Sunday and school is scheduled to begin on the following Monday, the preceding Thursday shall be observed as the December 31st holiday and the preceding Friday shall be observed as the January 1st Holiday. If December 24 and December 31 fall on a Sunday, the preceding Friday shall be declared the holiday unless the preceding Friday is a student contact day. If the preceding Friday is a student contact day, section 6.03 will apply.

6.03 Holidays Falling on Student Contact Days

If any of the holidays listed in section 6.01, above, fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a paid holiday on a date determined by the Administration.

6.04 Holidays during Vacation

If any of the above holidays fall within an employee's vacation period, the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

6.05 Eligibility for Holiday

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay which has been approved by the District Administrator and/or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

SECTION 7. WAGE COMPENSATION AND EXPENSES

7.01 Wage Schedule

[Part III - Appendix 7.01, Wage Schedule](#), shall be attached hereto.

7.02 New Employee Wage Schedule Placement

- A. New employee placement – New employees shall be placed on the wage schedule at the discretion of the District.
- B. Novice pay is the starting hourly rate. Novice pay rates are determined by the District in consultation with each supervisor and may be adjusted to reflect the employment market. After six months of employment and a performance evaluation by the immediate supervisor indicating knowledge of tasks, training opportunities, and performance satisfaction, a recommendation can be made for a raise to base pay, using the Staff Compensation Plan Adjustment Form ([Appendix Part III-7.03A](#)).

7.03 Support Staff Wage Adjustments

- A. Eligibility Requirements - Performance Increment: An employee may apply for the Performance Increment or a supervisor may request the increment for an employee by completing the Support Staff Compensation Plan Adjustment Form ([Appendix Part III-7.03A](#)) and submitting it along with a copy of the most recent employee evaluation. All adjustments are determined for the ensuing year. Adjustments in increment are in addition to annually negotiated increases in salary. An employee may be eligible for a performance increment of \$.25/ hour one time every four years.
- B. Eligibility Requirements - Service Increment: An employee is eligible for the service increment when the anniversary year of the employee's date of hire will be divisible by 5. [For example, the eligible employee who was hired between January 1 - December 31 of 2004 would earn the service increment for payment beginning July 1 2009, having recorded five years of service since the anniversary year of his hire indicates his cumulative service to the District is divisible by 5.] The District records dates of hire for all employees. In the event of intervening employment, the last date of hire will be used to determine a service increment of \$.25 / hour.

- C. Eligibility Requirements - Skill Increment: Employees request approval for enrollment in training from their supervisor using form [Appendix Part III – 7.03C](#). Successful completion of 120-150 of additional approved training will qualify the employee for a pay increment for the ensuing year. The remuneration will be an additional \$.25/hour. Documentation of additional training and/or skill development must be submitted to the immediate supervisor for any employee applying for compensation adjustment at the Skill Increment Level ([Appendix Part III-7.03A](#)). The training must be useful in performing tasks within the current position of employment. Training acquired on the job can be certified by the supervisor as augmented performance to qualify for additional compensation. Supervisors will pre-approve any additional training that will be applied for compensation adjustment. Once an employee has submitted a Compensation Adjustment Form, the employee will be informed of the status of the application within two weeks of the submittal date.
- D. Employees are only eligible for one of the above wage adjustments (7.03A, B, C) per school year.
- E. Appeals: An employee may appeal a decision of a supervisor/administrator regarding the application within two weeks of having been informed of the application not having been approved. The employee then has two weeks to file a letter of appeal with the person at the next decision level (principal, district administrator, or personnel committee of the Board of Education) requesting a meeting for reconsideration of the decision, and a decision will be rendered and communicated within a two-week period; two week deadlines for communicating a decision and filing subsequent appeals at all levels will be the expected practice. A hearing before the personnel committee of the Board of Education will constitute the final appeal remedy.
- F. An employee who has been denied a wage adjustment may re-apply for the ensuing fiscal year subsequent to a successful performance evaluation.

7.04 Food Service Personnel – Extra Duty Pay

Food Service personnel will receive an hourly rate of \$20.00 per hour for cooking and/or food preparation above and beyond their regular scheduled hours when not district related.

7.05 Out-of-Classification Pay

Any employee working in a higher paid classification shall receive the pay of that classification. Upon completion of the employee’s assignment under the higher pay scale, the employee shall revert to his or her former classification and rate.

7.06 Rate of Pay upon Promotion

Whenever an employee is promoted to a new higher paid classification, he or she will be placed at the wage that gives the employee the smallest wage increase. An employee who is voluntarily or involuntarily transferred to a lower paid classification shall retain her/his current wage. Upon voluntary transfer to a position in the same job classification, the employee shall retain her/his current wage.

7.07 Retirement Contributions

Employees who have worked over 1,000 hours in one fiscal year for the District are eligible to participate in the Colby School District Employee Pension Plan or Wisconsin Deferred Compensation Program to which the employee contributes 4% and the District contributes 8% of the employee’s annual salary.

7.08 Uniforms, Protective Clothing and Tools

- A. Uniforms:

1. All food service and custodial employees of the District may, at the discretion of the District, be required to wear a District approved uniform while on the job. The uniforms may consist of a combination of jackets, hats, gloves, work shirts, work pants, work shorts and sweatshirts. The District shall furnish new uniforms on a schedule established by the District.
 2. All employees shall be required to clean and maintain their work shirts and work/pants.
 3. The Board shall determine a supplier of uniforms and all employees shall place their respective orders through this supplier.
 4. The style, color, and type of fabric of said uniforms shall be determined by the administration.
- B. Uniform for Food Service Staff: Every two years Food Service staff may order new uniforms (three tops each). With supervisor approval, if the employee feels that their tops are still in good condition, the employee may purchase shoes and the District will pay the costs of uniform tops towards the cost of one pair of shoes.
- C. Uniforms for Custodial Staff: Custodians will be provided four (4) shirts annually upon request. Requests should be made by October 1st to the Director of Buildings/Grounds. With supervisor approval, if the employee feels that shirts are still in good condition, the District will pay the costs of uniform shirts toward the cost of one pair of shoes.
- D. Personal Protective Equipment: The Board shall provide the protective clothing and equipment necessary for food service and custodial employees to perform their jobs. Such clothing and equipment shall be limited to the following items: nonprescription safety glasses, rain jacket, rain pants, boots, and overalls. The Board reserves the right to determine the style and the type of protective gear to be used. Any employee who receives protective gear shall be responsible for such items and shall sign for receipt of the item in acceptable condition. All items of protective clothing shall remain the property of the Board and shall only be worn while working on an assigned school job. All issued items of protective clothing shall be inspected by the employee prior to each use. All damaged protective items and clothing must not be used and reported to the immediate supervisor and/or his/her designee.
- E. Protective Safety Glasses: The Board shall provide prescription safety glasses, only to custodial employees that need prescription glasses. No more than one pair per year shall be purchased for any individual employee. Quality of the safety glasses shall be determined by the School District.
- F. Tools: The District will furnish, without cost to the employees, tools considered necessary by the District for the employee to perform their normal duties. Any replacement of hand tools deemed necessary by the District will be furnished by the District without cost to the employee, except where loss due to negligence or willful destruction is apparent in which case the employee will be billed for the School District's replacement cost.

7.09 Expenses

Employees required, or approved, by the District to attend conferences, seminars, and inservice training sessions shall not receive reimbursement for travel, lodging, and registration unless prior approval has been received.

7.10 Substitutes for Teachers

Instructional Assistants/Special Education Assistants, with teacher licensure, assigned to substitute for an absent teacher for one class period or more will be paid an additional one dollar and fifty cents (\$1.50) per hour for time spent substituting for a teacher during the teacher's absence. By definition, teaching assistants who do not hold teaching or substitute certificates are not qualified teachers and shall not be

required, permitted nor authorized to take the place of a teacher for the purpose of instructing students during times that a qualified substitute for that teacher could reasonably be expected to be hired. This provision does not preclude teaching assistants from being assigned to student(s) supervision responsibilities, for example, monitoring a study hall. An instructional assistant/special education assistant receiving compensation under this section is ineligible for the per diem substitute teacher pay.

SECTION 8. JOB RELATED TRAINING AND LICENSURE

8.01 In-Service Training

The district within its discretion may provide appropriate paid in service training to each employee.

8.02 License Renewal Reimbursement for Special Education Assistants

Special education assistants who have been employed by the District as a special education assistant for at least five years and who are required by the District and by the Department of Public Instruction to possess a DPI Special Education Aide License #883 shall be reimbursed by the District for up to seventy-five dollars (\$75.00) for the cost of renewal of the #883 license. The reimbursement shall occur at the time of the DPI's approval of the special education assistant's application for license renewal. The reimbursement is not applicable if the special education assistant has worked less than five years with the District or if the seventy-five dollars (\$75.00) is to be applied toward the cost of the special education assistant's initial five year special education aide #883 license.

SECTION 9. EMPLOYEE EVALUATIONS

9.01 Evaluation

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District.

9.02 Procedures and Instruments

The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented. A copy of the evaluation forms are available in the Administrative Procedures Manual #538 or on the website at www.colby.k12.wi.us.

9.03 Frequency

The frequency of evaluations shall be established at the discretion of the Administration.

9.04 Receipt of Evaluation

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same.

9.05 Comments, Disputes

The employee may respond in writing with his or her comments attached to the completed evaluation.

9.06 Evaluators

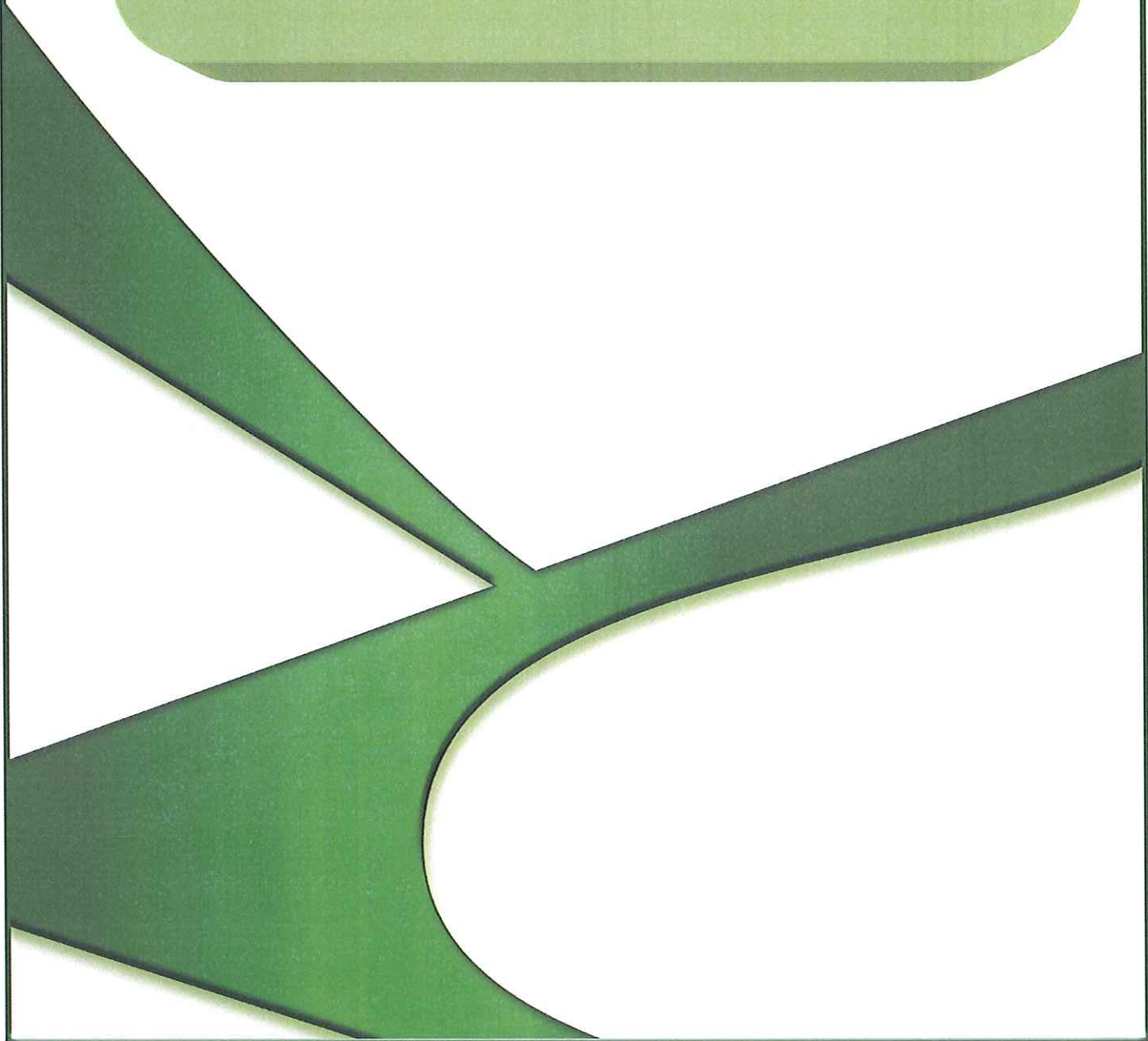
The Employer shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel. When a teacher works with an instructional assistant, the teacher may be requested to provide objective input for consideration by the administrator who is evaluating the instructional assistant.

SECTION 10. RESIGNATION FROM EMPLOYMENT

10.01 Notice of Termination of Employment

Employees will give written notice of termination of employment, as soon as possible, but at least ten (10) working days prior to the effective date of resignation. If an employee has overused the holiday, sick or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from his or her last paycheck. The District's obligation to pay its share of the employee's insurance benefits will terminate at the end of the month in which the employee works his/her last day. Any employee who breaches this Article shall, at the District's discretion, forfeit any accrued benefits.

**PART IV - EXEMPT EXECUTIVE
SUPPORT, SPECIALISTS,
SUPERVISORY AND
ADMINISTRATIVE EMPLOYEES**

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Exempt Executive, Specialists, Supervisory Employees (Salaried)

Letter of Appointment

School District of Colby
Colby, WI

It is hereby agreed between the Board of Education of the School District of Colby, party of the first part, and "NAME", party of the second part, that said party of the second part shall perform the duties of "POSITION" for "DAYS" days during the "SCHOOL YEAR" school year in such buildings and at such times beginning on or about "CONTRACT YEAR" as the Board shall direct the sum of "SALARY" per year, payable in bi-weekly installments, providing that any month's pay will be withheld until all duties required by the Board of Education, Superintendent of Schools, and other administrative personnel have been properly fulfilled as required.

1. It is Further Agreed by the party of the second part, that wages or salary shall begin at the time he or she reports for duty. The wages or salary shall be paid on such calendar dates as set by the Board of Education.
2. It is Further Agreed by the party of the second part, that this contract is made subject to all the rules and regulations of said Board of Education now in force and such as may hereafter be adopted, including the directions of the Superintendent of Schools.
3. It is Further Agreed by the party of the second part, when first employed and thereafter according to Board Policy, to submit a report of medical examination on forms furnished by the school board. This examination is to be paid for by the school district and is to include only those medical provisions as required by state law.
4. It is Further Agreed that the party of the second part shall be entitled to leave and vacation as identified in the employee handbook.
5. It is Further Agreed that the School District will pay 100% of the premium cost per month, for coverage under the group health/dental insurance as identified in [Part I 15.02](#).
6. It is Further Agreed that the School District shall provide and make payment for long-term Income Protection Insurance in case of disability.
7. It is Further Agreed that the Board of Education agrees to pay a portion of the employee's current year's salary into the Colby Public Schools, Trustee Account Pension Plan or Wisconsin Deferred Comp, Non-instructional Employees, or WRS provided the employee qualifies for and belongs to the plan; as defined in the employee handbook.
8. It is Further Agreed that either party may terminate this contract immediately following written notice. The employee is considered an "at will" employee of the School District.

In witness thereof the parties have executed this instrument this "DATE" day of "MONTH/YEAR".

Board of Education, School District of Colby

By _____, President

By _____, Clerk

Please sign and return one copy of this contract to CDEC by "RETURN DATE".

"EMPLOYEE NAME"

Date

Address

SECTION 1. DISCIPLINE, TERMINATION AND NONRENEWAL

1.01 Standard for Discipline and Termination

An executive staff may be disciplined or terminated for "cause." Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook*. "Cause" is defined as the following:

- A. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest; and
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

1.02 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

SECTION 2. JOB RESPONSIBILITIES

2.01 Executive Staff License or Certificate

Executive Staff shall maintain a valid license or certificate, properly registered and issued by the State of Wisconsin, sufficient to lawfully permit each employee to perform such duties as may be assigned.

2.02 Job Description

Written job descriptions of each employee's services, duties and obligations will be provided.

SECTION 3. WORK SCHEDULES

3.01 Work Schedules for Executive Staff

Executive staff work schedules are set by the district administrator with the professional duties of each employee taken into account in the setting of the work schedule.

SECTION 4. PROFESSIONAL GROWTH

4.01 Requirement to Remain Current

All executive staff shall engage in independent and active efforts to maintain high standards of individual excellence. Executive staff are encouraged to continue professional growth through participation in conventions, programs, professional meetings and other activities conducted by local, state and national administrator associations; seminars, workshops and courses offered by institutions of higher learning, and other formal and informal professional development activities.

SECTION 5. EXECUTIVE STAFF EVALUATION

5.01 General Provisions

Executive staff shall receive written evaluations based on job descriptions, including job related activities, and shall include observation of the employee's performance as part of the evaluation data.

5.02 Evaluation Frequency

Executive staff shall receive a written evaluation at the end of their first year of employment and at least every other year thereafter.

5.03 Evaluators

The school district administrator is responsible for the evaluation of executive staff and shall either perform those evaluations him or herself or shall direct that those evaluations be performed by other persons who have the training, knowledge and skills necessary to evaluate executive school personnel.

SECTION 6. PROFESSIONAL COMPENSATION

6.01 Professional Compensation

Each executive staff shall be compensated in accordance with the terms of his or her individual contract.

SECTION 7. PAID VACATION

7.01 Notice

Each employee shall be notified of their total number of vacation days by July 15th of each year.

7.02 Calendar Year (two hundred and sixty (260) scheduled work days) Full-Time and Part-Time Employees

A paid vacation is a day off with pay for the number of hours the employee normally works. Paid Vacation will be provided to Calendar Year Full-time and Calendar Year Part-time employees according to the following schedule:

Number of Years Worked	Vacation Days Earned
After one (1) year of service	10 days
After three (3) years of service	12 days
After five (5) years of service	14 days
After seven (7) years of service	16 days
After nine (9) years of service	18 days
After eleven (11) years of service	20 days
Every Year in addition to eleven (11)	1 day per year up to 25 days

7.03 Vacation Accumulation

An employee may carry over a total of 10 vacation days from the prior year to the next year's vacation amount. Vacation days, in excess of the days carried over above, not used by the end of the applicable twelve month period, i.e. June 30th, shall be paid out at the daily rate.

7.04 Scheduling of Vacation

Vacation time may be taken in full blocks, or in shorter blocks not less than one hour as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least five (5) working days prior to taking such leave, however, vacation time requested with less than five (5) working days notice may be approved by the District Administrator and/or his/her designee. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period,

but the District Administrator and/or his/her designee shall have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives.

7.05 Payment upon Termination/Transfer to a Position Not Eligible for Vacation

Any employee who terminates his or her employment for any reason, other than discharge, or any employee who transfers to a position that is not eligible for vacation, shall be entitled to the vacation pay remaining in his or her accumulation, as well as a pro-rated amount of the vacation that the employee would have received upon his or her next anniversary. Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck.

7.06 Holidays during Vacation

Should a paid holiday fall during an employee's vacation period the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

SECTION 8. HOLIDAYS

8.01 Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided to full-time and part-time employees according to the following schedule:

A. Employees working a full calendar year (260 work days)

January 1	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Good Friday	December 24
July 4	December 25
Labor Day	December 31

8.02 Holidays Falling on Weekends

If any of the holidays listed above, fall on a Saturday, the preceding workday shall be observed as the holiday. If any of the above named holidays falls on a Sunday, the following workday shall be observed as the holiday. If January 1st falls on a Sunday and school is scheduled to begin on the following Monday, the preceding Thursday shall be observed as the December 31st holiday and the preceding Friday shall be observed as the January 1st Holiday. If December 24 and December 31 fall on a Sunday, the preceding Friday shall be declared the holiday.

8.03 Retirement Contributions

Exempt Executive and supervisory employees who have worked over 1,000 hours in one fiscal year for the District are eligible to participate in the Colby School District Employee Pension Plan or Wisconsin Deferred Compensation Program, non-instructional employees, to which the employee contributes 4% and the District contributes 8% of the employee's annual salary.

Specialists who work 440 hours in one fiscal year for the District are eligible to participate in the Wisconsin Retirement System (WRS); any specialists hired after July 1, 2011 must work 880 hours in one fiscal year. The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

SECTION 9. POST-EMPLOYMENT BENEFITS

9.01 Voluntary Early Retirement Benefit Program

A. Eligibility

Employees will be eligible for the early retirement benefit provided for in this Article if they declare, in writing, to the Board of Education, their retirement intentions prior to February 1 of the calendar year in which they intend to retire from an employer contributing to the Wisconsin Retirement System.

B. Application and Limitation

Application for participation in the early retirement benefit provided for in this Article must be made by the employee in writing and submitted to the School Board on or before February 1st of the last school year prior to retirement from an employer contributing to the Wisconsin Retirement System. No more than three (3) employees shall be eligible to begin participation in the early retirement benefits provided for in this Article in the same year unless the School Board, at its sole discretion, approves a higher number. In the event there are more applicants than are eligible to participate, the most senior applicants, based on Colby School District experience, will be selected. If seniority is equal, the selection will be based on the order of receipt of the application.

C. Early Retirement Benefit Health Insurance

Upon retirement, for an eligible employee whose application has been approved, the District will credit up to three thousand dollars for each year of service (\$3,000 x years of service at the Colby School District) to serve as a credit for the retiree for use in the payment of the premium for health insurance / medical expenses through the District until the employee becomes entitled to Medicare.

- 1) Effective with the 2011-12 school year, each qualifying employee shall have \$3,000, or such amount as proportional to the employment status of the employee pursuant to his/her letter of appointment, designated in an HRA (Health Retirement Account) to be used for health insurance benefits upon retirement. The HRA may be funded or unfunded as determined by the District unless otherwise required by law.
- 2) The HRA benefit shall accrue to the employee (subject to the terms of this provision) at the completion of the employee's sixth full year of service in the Colby School District. Full year is defined as "full time" (1.0 FTE) and prorated based on FTE specified in the employee's letter of appointment with the District.
- 3) In the event of death of the retiree, his or her spouse will be eligible to the above credits on the above basis as if the retiree was still living through the eligibility period reflected in this benefit offering had the employee survived.
- 4) There is no cash equivalency benefit available under this provision for the retiree or any surviving spouse.

D. Payment of Benefit

- 1) Upon Board approval of the retirement date, a monthly benefit is determined by dividing the total benefit credit by the number of months until the employee becomes entitled to Medicare eligibility.
- 2) Retired employees may use the HRA credit to receive reimbursement for qualifying health insurance through the District or to receive reimbursement of qualifying health insurance / medical expenses from a third party vendor selected by the district.
- 3) Retired employees who return to work in any position which offers health insurance shall have their benefit suspended until they no longer work in a position that is eligible for health insurance, subject to the terms for participation eligibility. Upon termination of any health insurance qualifying post retirement employment, monthly benefits with the Colby School District will be recalculated as described in Part II, Section 8, D(1).
- 4) Any retiree who fails to provide notice to the District as provided in Part II, Section B within twelve (12) months of their retirement, shall forfeit this benefit.
- 5) The District reserves the right to modify this benefit offering at any time or cease it in its entirety including for retirees in pay status. Decisions made by the District in the interpretation and operation of this benefit offering shall be in its sole discretion and are final and binding. In the event of any review of a decision by a court of law, the reviewing tribunal shall give deference to the District's decision, confirming such decision, unless it is shown that the District acted in an arbitrary and capricious manner. The decision of the District on all issues under this offering shall be final.



**PART V – CO-CURRICULAR
EMPLOYEES**

Personnel Letter of Appointment

School District of Colby

Colby, WI

It is hereby agreed between the Board of Education of the School District of Colby, party of the first part, and "EMPLOYEE NAME", party of the second part that said party of the second part shall perform the duties of "POSITION", during the "YEAR" school year as the Board shall direct the sum of "\$\$\$", providing that any pay will be withheld until all duties required by the Board of Education, Superintendent of Schools, and other administrative personnel have been properly fulfilled as required.

It is Further Agreed by the party of the second part, that this contract is made subject to all the rules and regulations of said Board of Education now in force and such as may hereafter be adopted, including the directions of the Superintendent of Schools and other administrative personnel.

It is Further Agreed by the party of the second part, when first employed and thereafter according to Board Policy, to submit a report of medical examination of forms furnished by the school board. This examination is to be paid for by the school district and is to include only those medical provisions as required by state law.

It is Further Agreed by the party of the second part, that wages shall begin at the time he or she reports for duty. The wages or salary shall be paid bi-weekly on such calendar dates as set by the Board of Education.

Please sign and return one copy of this contract by "RETURN DATE".

Dated this th day of "DATE".

By _____, Clerk
Board of Education, School District of Colby

"EMPLOYEE NAME"

Date

Address

SECTION 1. ATHLETIC AND ACTIVITY ASSIGNMENTS

1.01 Letter of Appointment

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of appointment. Such activities shall be governed according to the following guidelines:

- A. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. However, under no circumstances shall a Board member work as a coach, assistant coach, advisor, or assistant advisor to an extra-curricular activity (on either a paid or a volunteer basis).
- B. The stipend for extra-curricular activities shall be specified in the letter of assignment.
- C. The letter of appointment shall not be deemed a contract, and individuals holding extra-curricular positions are at-will employees.

1.02 Payments

Payments for extra-curricular activities shall be made in accordance with District payroll procedures. However, wages earned shall be paid at least monthly, with no longer than 31 days between pay periods.

1.03 Work Schedule

Extra-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the extra-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

1.04 Evaluation of Extra-Curricular Appointments

Individuals holding extra-curricular appointments shall be evaluated in the manner and frequency that their supervisor deems appropriate. When determining the manner and frequency of evaluations, the supervisor may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

1.05 Volunteers

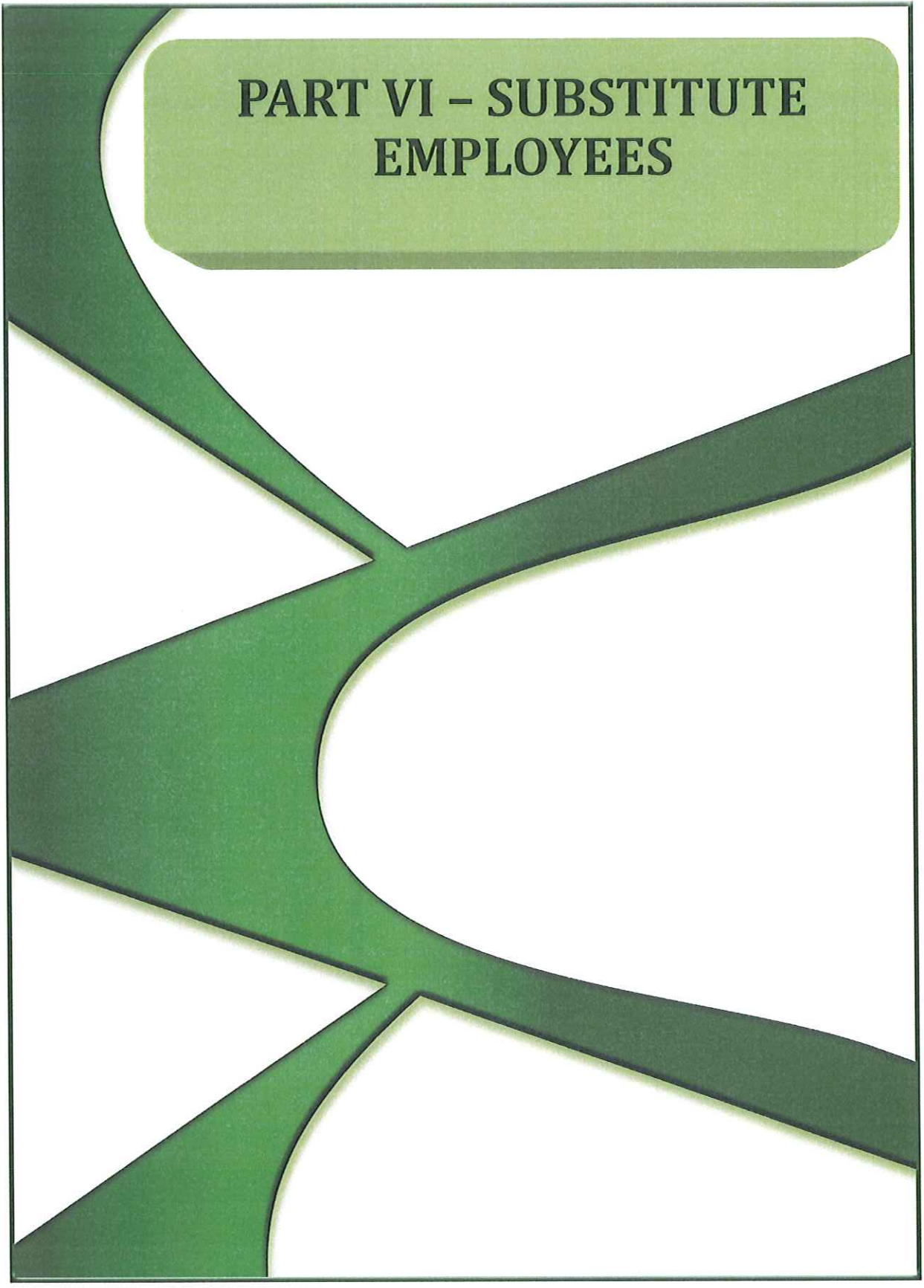
Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for an extra-curricular activity. The following guidelines apply to volunteers and can be found in the Volunteer Handbook – Administrative Procedure #549.2 and at www.colby.k12.wi.us:

- A. They will not be eligible for salary/wages, stipend, or benefits;
- B. They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;

- C. They will be responsible for their own personal injuries(i.e., ineligible for worker's compensation);
- D. They must consent to a background check and agree to have a tuberculin skin (TB) test;
- E. They must follow all District activity and athletic policies and procedures and other District policies as applicable;
- F. They accept direct and indirect supervision of the head coach; and,
- G. They may be dismissed at any time without cause.

1.06 Extra-Curricular Pay Schedule

Extra-curricular employees shall be paid in accordance with the Extra Curricular Pay Schedule [[Appendix Part V – 1.06](#)].



**PART VI – SUBSTITUTE
EMPLOYEES**

SECTION 1. ALL SUBSTITUTE EMPLOYEES

1.01 Pre-Employment Requirements

All new substitute staff hires will have to meet all new staff requirements, including but not limited to a criminal background check as deemed necessary by administration.

SECTION 2. SUBSTITUTE TEACHERS

2.01 Licensure and/or Permit

All substitute teachers shall have the necessary license and/or permit required by state law to serve in the substitute teaching assignment.

2.02 Training and Evaluation

Suitable programs of training, orienting and evaluating the work of substitute teachers may be provided by the instructional staff and/or the District as appropriate.

2.03 Assignment and Professional Responsibilities

- A. Assignments: Substitutes shall be assigned at the discretion of the District.
- B. A copy of the appropriate school policies, an outline of the absence and tardiness procedures, recess schedule (if applicable), teacher's daily schedule, general class schedule (bell schedule when applicable), name of any individual designated in charge of discipline, seating charts, class schedule and lesson plans for all classes to be taught shall be made available to the substitute. School Board policies will be available to the substitute on the District website.
- C. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment
 1. A substitute teacher may refuse an automated or personal daily call. The District may, in its sole discretion, unilaterally remove individuals from the substitute teacher list if the substitute demonstrates a pattern or practice of declining assignments.
 2. A substitute who accepts a job by mistake will contact the district as soon as possible to rectify the error. A substitute who wishes to cancel an assignment on the current date must inform the building secretary by phone. Any substitute teacher who abuses the cancellation privilege, in the District's discretion, may have their name removed from the substitute list.
- D. Professional Responsibilities:

The professional responsibilities and duties of substitutes shall be consistent with the regular teacher's responsibilities and duties for whom they are substituting. When a substitute is employed as a long-term substitute teacher, or is employed at the end of the semester, and is expected to close out school records, do report cards, and inventories, he/she may be given up to one day to complete these tasks if deemed necessary by the principal. The substitute will be compensated at the applicable substitute rate.
- E. Long-Term Substitute Assignment
 1. When a substitute is assigned for more than ten (10) consecutive days in the same position, then the long-term rates apply, unless such long-term is known in advance, in which case payment will begin on the first day. The substitute's hourly rate shall be computed based on the number of periods per day in a building (e.g. at elementary level – eight (8) hours).

2. Responsibilities of the long-term substitute teacher shall be the same as the regular classroom teacher.
- F. Substitute Teaching Day: substitute's teaching day shall be eight (8) hours, excluding the duty free lunch, when subbing for a full-time teacher who is absent for a whole day. If a teacher does not have a full schedule of classes the time will be prorated. A substitute's teaching day may be less than eight (8) hours if the substitute is replacing a teacher on a partial absence.

2.04 Compensation

- A. Daily Rate: Substitute teachers shall receive compensation for services rendered. Substitute teachers shall be employed at the rate established by the District. Substitute teachers shall be paid in accordance with the Substitute Teacher Pay Schedule [[Appendix Part VI – 2.04](#)]. Part-time substitute teachers shall be paid on a prorated basis based off of the full daily rates set forth above. The substitutes' hourly rate shall be computed based on the number of periods per day in a building. (At the elementary level - 8 hours.)
- B. Homebound or Alternative Site Instruction
 1. Substitute teachers who are contracted to provide homebound or alternative site instruction to a student of this school district, shall be compensated in accordance with the Substitute Teacher Pay Schedule [[Appendix Part VI – 2.04](#)].
 2. Substitute teachers will be paid mileage from the student's school to the student's location and back pursuant to the terms of the *Handbook*.

2.05 Dismissal/Removal from Substitute List

Substitute teachers are casual employees and therefore have no expectation of continued employment. As such substitute teachers may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute teachers may also be removed from the substitute call list at the discretion of the District Administrator.

2.06 Miscellaneous Provisions

- A. In-Service: Each per diem substitute may be required to participate in new teacher orientation or teacher in-service day programs in the schools. Per diem substitutes shall be paid at their applicable rate for in-service participation if the employer requires them to attend. Long-term substitutes will be required to attend in-service days and will receive their long-term rate. The principal may, in his/her discretion, determine and notify the long-term substitute that he/she is not required to attend an in-service day(s) and will not be paid for that day. Substitute teachers may participate in after school/summer in-services at no cost, provided teachers members and/or administrators are able to attend without cost. Substitute teachers may participate in after school/summer in-services at the same cost as teachers provided the vendor offers such a discount to substitute teachers. The substitute teacher may participate at the cost established by the vendor if the vendor does not offer such a discount to substitute teachers. Substitute teachers availability to participate in all of the above school/summer in-services will be on a space available basis as determined by the District.
- B. Duty Free Lunch: All substitutes shall be provided with a daily duty-free lunch period of at least thirty (30) continuous minutes.
- C. In-service/Orientation: The District may provide an orientation at the beginning of each school year. Attendance at the in-service will be voluntary and the in-service shall last no more than two (2) hours. Substitute teachers attending the in-service will not be compensated for their attendance.

- D. Online Services: Long-term substitutes will be provided district email accounts and network access.

SECTION 3. SUPPORT STAFF SUBSTITUTES

3.01 Licensure and/or Permit

All substitute support staff shall have the necessary license and/or permit required by state law to serve in the substitute assignment.

3.02 Training and Evaluation

Suitable programs of training, orienting and evaluating the work of substitute support staff may be provided by other district staff and/or the District as appropriate.

3.03 Assignment and Professional Responsibilities

- A. Assignments: Substitutes shall be assigned at the discretion of the District.
- B. Board Policies: A copy of the appropriate school policies shall be made available to the substitute upon request.
- C. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment
1. A substitute may refuse an automated or personal daily call. The District may, in its sole discretion, unilaterally remove individuals from the substitute list if the substitute demonstrates a pattern or practice of declining assignments.
 2. A substitute who accepts a job by mistake will contact the district as soon as possible to rectify the error. A substitute may also cancel an assignment using the automated system in advance of the current day without providing notification to the Secretary, District Substitutes. A substitute who wishes to cancel an assignment on the current date must inform the Secretary, District Substitutes by phone. Any substitute who abuses the cancellation privilege, in the District's discretion, will have their cancellation rights revoked.
- D. Responsibilities: The responsibilities and duties of substitutes shall be consistent with the regular employee's responsibilities and duties for whom they are substituting.
- E. Substitute Day: The substitute's length of service will be determined by the District.

3.04 Compensation

Hourly Rate: Substitute employees shall receive compensation for services rendered as determined by the District. Substitutes shall be employed at the rate established by the District. Substitute employees shall be paid in accordance with the Substitute Pay Schedule [[Appendix Part VI – 3.04](#)].

3.05 Dismissal/Removal from Substitute List

Substitute employees are casual employees and therefore have no expectation of continued employment. As such substitute employees may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute employees may also be removed the substitute call list at the discretion of the district.

3.06 Miscellaneous Provisions

- A. In-Service: Each per diem substitute may be required to participate in new employee orientation or in-service day programs in the schools. Substitutes shall be paid at their applicable hourly rate for in-service participation if the employer requires them to attend.

- B. Duty Free Lunch: All substitutes shall be provided breaks and lunch periods consistent with the support staff person that the substitute is replacing.
- C. In-service/Orientation: The District may provide an orientation at the beginning of each school year. Attendance at the in-service will be voluntary and the in-service shall last no more than two (2) hours. Substitutes attending the in-service will not be compensated for their attendance.

COLBY SCHOOL DISTRICT Seasonal Employee Wage Schedule

	First Season of Employment	Third Season of Employment	Fifth Season of Employment	Seventh Season of Employment
Custodial	\$8.95/Hour	\$9.20/Hour	\$9.45/Hour	\$9.70/Hour
Lifeguard*	\$9.50/Hour	\$10.00/Hour	\$10.50/Hour	\$11.00/Hour
Community Ed.** Licensed Teacher Non-Licensed	\$24/Hour \$14-20/Hour	\$25/Hour \$15-21/Hour	\$26/Hour \$16-22/Hour	\$27/Hour \$17-23/Hour

* Lifeguards must hold proper certification and be eligible for a work permit.

** Wage Based on Education/Licensure in content instructing. Wage may be adjusted to align with class enrollment.

Agreement to Accept Compensatory Time Off in Lieu of Overtime Pay

I agree to accept compensatory time off, in accordance with section 2.04 of the District's employee *Handbook* and in lieu of overtime pay, at a rate of one and one-half hours of compensatory time off for each hour worked over 40 in a single workweek. I understand that compensatory time off is available to me only for overtime hours I worked after the date in this agreement is signed. By signing this agreement, I understand that the District may substitute cash compensation for compensatory time off at any time. I also understand that the District may deny my request to use compensatory time off if the District determines that my absence would cause an undue disruption to the District's operations on the day in which I requested to use compensatory time off. Requests for compensatory time off must be made in writing, specify the date and time in which you would be absent and be delivered to your immediate supervisor or building principal for consideration and approval at least 24 hours in advance of the requested time off.

The District office shall maintain the following record to document overtime hours worked/compensatory time earned and compensatory time used. The employee will be given a copy of this agreement, and the employee may inspect this record at any time upon giving at least 24 hours' notice.

Workweek Start/End Dates	Total Hours Worked	Comp. Hours Earned	Comp. Hours Used	Comp. Hours Paid in Cash	Date of Cash Payment	Total Comp. Hours Remaining

(add additional sheets as necessary)

Employee's Signature

Date

Administrator's Signature

Date

Employment Posters

Employee Protections Against Use of Honesty Testing Devices

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_10861_p.pdf

Employee Rights and Responsibilities

Under the Family and Medical Leave Act

English <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Employee Rights Under the Fair Labor Standards Act

English <http://www.dol.gov/whd/regs/compliance/posters/minwagep.pdf>

Employee Rights under Wisconsin's Business Closing/Mass Layoff Notification Law

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9006_p.pdf

Spanish http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9006_s_p.pdf

Federal Fair Labor Standards Act

<http://www.dol.gov/whd/regs/compliance/posters/wh1385State.pdf>

Hazardous Chemicals in the Workplace?

English <http://commerce.wi.gov/sb/docs/SB-PubSectSafHazardousPoster6894.pdf>

Hours and Times of Day Minors May Work in Wisconsin

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9212_p.pdf

Spanish https://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9212_s_p.pdf

Notice to Employees About Applying for Wisconsin Unemployment Benefits

English <http://dwd.wisconsin.gov/dwd/publications/ui/ucb7e.pdf>

Spanish <http://dwd.wisconsin.gov/dwd/publications/ui/ucb7s.pdf>

Hmong <http://dwd.wisconsin.gov/dwd/publications/ui/ucb7h.pdf>

Notice to Wisconsin Workers with Disabilities Paid at Special Minimum Wage

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9116_p.pdf

Notification Required When Employers Decide to Cease Providing a Health Care Benefit Plan

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_11054_p.pdf

Occupational Injuries and Illnesses Summary

English

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=11301

OSHA Job Safety and Health

English <http://www.osha.gov/Publications/osha3165.pdf>

Spanish <http://www.osha.gov/Publications/osha3167.pdf>

Public Employee Safety and Health

English <http://commerce.wi.gov/sb/docs/SB-PubSectSafEmployeePoster9301.pdf>

Retaliation Protection for Health Care Workers

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_12210_p.pdf

U.S. DEPARTMENT OF LABOR WORKPLACE POSTER REQUIREMENTS FOR SMALL BUSINESSES AND OTHER EMPLOYERS

<http://www.dol.gov/oasam/programs/osdbu/sbrefa/poster/matrix.htm>

Your Rights Under USERRA: The Uniformed Services Employment and Reemployment Act
(complete information from Dept. of Labor)

English http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf#Non-Federal

Your Rights Under USERRA

The Uniformed Services Employment and Reemployment Rights Act

English http://www.dol.gov/vets/programs/userra/userra_private.pdf

Wisconsin Fair Employment Law

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_4531_p.pdf

Spanish http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_4531_s_p.pdf

Wisconsin Family and Medical Leave Act

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_7983_p.pdf

Spanish http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_7983_s_p.pdf

Wisconsin Minimum Wage Rates

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9247_p.pdf

Spanish http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9247_s_p.pdf

2011-12 Insurance Contributions & Deductions

The Board of education shall provide health and dental insurance to eligible employees. The District shall establish an annual budget for health and dental insurance for employees. The District's Health Insurance Committee shall negotiate rates, premiums and plan specifics with vendors and annually present this information to the Board. The Board will make the final decision and approval of the insurance plans.

SINGLE PLAN		
	WEA DENTAL	SECURITY HEALTH PLAN
District Yearly Contribution	\$291.65 80%	\$7,716.82 90%
Employee Yearly Contribution	\$72.91 20%	\$857.42 10%
Salaried (Teacher) & Calendar Year Hourly Employee Cost per Check	\$3.04	\$35.73
Hourly Employees Cost Per Check	\$3.84	\$45.13

FAMILY PLAN		
	WEA DENTAL	SECURITY HEALTH PLAN
District Yearly Contribution	\$847.49 80%	\$16,977.17 90%
Employee Yearly Contribution	\$211.87 20%	\$1,886.35 10%
Salaried (Teacher) & Calendar Year Hourly Employee Cost per Check	\$8.83	\$78.60
Hourly Employees Cost per Check	\$11.15	\$99.28

COLBY SCHOOL DISTRICT
Group No.: 490.0

04900 001 20 11 11 03 001 R*

Effective Date of Your Coverage is Listed on the Letter of
Confirmation of Enrollment or Change of Coverage

**Addendum to
WEA Insurance Corporation
Group Dental Policy
Benefit Summary**

This Benefit Summary provides important information about reimbursement limits that apply to your dental insurance benefits. It also specifies what amendments, if any, apply to your coverage. Your Group Dental Policy describes your benefits as well as the exclusions and limitations that apply to them. We encourage you to read it.
Employer: COLBY SCHOOL DISTRICT Effective Date of Group Coverage: 09/01/2011

Benefit Period: January through December

Maximum Benefit Per Person Per Benefit Period Except Orthodontic Benefits: \$1,000

Maximum Benefit Per Person Per Lifetime For Orthodontic Benefits: \$1,500

Benefit Period Deductible Per Person: \$0

Benefits:

Diagnostic & Preventive Benefits	Subject to Deductible	Payable at
A through D are limited per Benefit Period		
A. Periodical Oral Examinations	No	100%
B. Bitewing X Rays	No	100%
C. Prophylaxes	No	100%
D. Fluoride Applications	No	100%
E. Sealants	No	100%
F. Diagnostic X-Rays	No	100%
G. Pulp Vitality Tests	No	100%
H. Office Visits or Consultations	No	100%
Basic Benefits		
A. Fillings	No	80%
B. Anesthesia	No	80%
C. Extraction of Teeth	No	80%
D. Oral Surgery	No	80%
E. Stainless Steel Crowns	No	80%
F. Space Maintainers	No	80%
G. Pulpotomies and Root Canal Treatment	No	80%
H. Periodontic Treatments	No	80%
I. Denture Repair	No	80%
J. Occlusal Adjustments (\$100 lifetime maximum)	No	100%
K. Bruxism Appliances	No	80%
Optional Benefits		
Option 1 - Onlays and Crowns	No	50%
Option 3 - Orthodontics	No	50%

November 7, 2011
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ICELIG 2840-813-0110

COLBY SCHOOL DISTRICT
Group No.: 490.0

04900 001 20 11 11 03 001 R*

Amendments Which Apply to Your Policy: Subject to Deductible Payable at

All Benefits are subject to all provisions, exclusions, and limitations contained in the Policy.

November 7, 2011
28400110-dtl.doc

ICELIG 2840-813-0110

Schedule of Benefits - HMO
Group 890391 - SCHOOL DISTRICT OF COLBY
Benefit Year: January 1st through December 31st
Effective Date: 09/01/2011



Security Health Plan certifies that you and any covered dependents have coverage as described in your Certificate and Schedule of Benefits as of the effective date shown on the letter you received with your identification cards, subject to the terms, conditions, exclusions, limitations and all other provisions of the group policy.

This Schedule shows your specific cost-sharing, as well as any additional benefits, limitations or exclusions not shown in your Certificate. It also provides a very general summary of your benefits for certain types of services; you will need to read it in conjunction with your Certificate for details about your coverage. Benefits are calculated according to the benefit year shown above. **NOTE: All services must be received from affiliated providers, except as otherwise described in the Certificate.**

Your Responsibilities	
Deductible	\$3,000 per individual \$6,000 per family
Annual out of pocket (Deductible)	\$3,000 per individual \$6,000 per family
Lifetime maximum benefit limit	Unlimited

Your Benefits	
Ambulance services	Subject to deductible
Anesthesia services	Subject to deductible
Autism spectrum disorder treatment	Subject to deductible
Chiropractic services	Subject to deductible
Durable medical equipment and medical supplies (Including insulin pump and supplies)	Subject to deductible
Hearing examinations	Subject to deductible
Home health care	Subject to deductible (Limited to 40 visits per individual per calendar year)
Hospice care	Subject to deductible
Hospital emergency room services	Subject to deductible
Hospital inpatient services (Including semi-private or special care room, operating room, ancillary services and supplies)	Subject to deductible
Hospital outpatient and surgical center services	Subject to deductible
Maternity services	
• Hospital services	Subject to deductible
• Physician services	Subject to deductible

Schedule of Benefits - HMO
 Group 890391 - SCHOOL DISTRICT OF COLBY
 Benefit Year: January 1st through December 31st
 Effective Date: 09/01/2011

SecurityHealthPlan.



www.securityhealth.org

Your Benefits	
Mental health services	
• Inpatient care	Subject to deductible
• Outpatient care	6 days covered at 100% per calendar year then subject to deductible
• Transitional care	6 days covered at 100% per calendar year then subject to deductible
Office visits	Subject to deductible (Preventive exams covered at 100%)
Outpatient laboratory services	Subject to deductible
Outpatient radiology services	Subject to deductible
Outpatient therapy services	
• Occupational therapy	Subject to deductible
• Physical therapy	Subject to deductible
• Speech therapy	Subject to deductible
Physician services	
• Hospital services	Subject to deductible
• Other services in an office	Subject to deductible (Preventive immunizations covered at 100%)

Schedule of Benefits - HMO
 Group 890391 - SCHOOL DISTRICT OF COLBY
 Benefit Year: January 1st through December 31st
 Effective Date: 09/01/2011



Your Benefits	
Preventive benefit Please refer to Security Health Plan's Preventive Service Guidelines at www.securityhealth.org for service frequency recommendations.	
<ul style="list-style-type: none"> • Comprehensive physical examination (complete physical) ~ Well-baby care ~ Well-child care ~ Adolescent well-care ~ Adult well-care 	Covered at 100%
<ul style="list-style-type: none"> • Gynecological examination for women (breast exam and pelvic exam) 	1 per calendar year then subject to deductible
<ul style="list-style-type: none"> • Digital prostate examination for men 	1 per calendar year then subject to deductible
<ul style="list-style-type: none"> • Preventive hearing test 	1 per calendar year then subject to deductible
<ul style="list-style-type: none"> • Comprehensive preventive vision examination 	1 per calendar year then subject to deductible
<ul style="list-style-type: none"> • Mammogram to screen for breast cancer 	1 per calendar year then subject to deductible
<ul style="list-style-type: none"> • Pap smear to screen for cervical cancer 	1 per calendar year then subject to deductible
<ul style="list-style-type: none"> • Colonoscopy screening for colorectal cancer 	1 every two years then subject to deductible
<ul style="list-style-type: none"> • Other screenings for colorectal cancer ~ Sigmoidoscopy ~ Double contrast barium enema ~ Fecal occult blood testing 	1 per calendar year then subject to deductible
<ul style="list-style-type: none"> • Screening laboratory services Including, but are not limited to: basic metabolic panel, comprehensive metabolic panel, general health panel, lipoprotein, lipid panel, glucose (blood sugar), complete blood count (CBC), hemoglobin, thyroid stimulating hormone (TSH), prostate specific antigen (PSA), and urinalysis. 	Each laboratory service covered at 1 per calendar year then subject to deductible
<ul style="list-style-type: none"> • Bone mineral density (dexa scan) to screen for osteoporosis in women 	1 per calendar year then subject to deductible
<ul style="list-style-type: none"> • Chlamydia screening for women 	1 per calendar year then subject to deductible
<ul style="list-style-type: none"> • Ultrasound for screen of an abdominal aortic aneurysm for men 	1 per calendar year then subject to deductible
<ul style="list-style-type: none"> • Immunizations and vaccinations (including those needed for travel) 	Covered at 100%
Skilled nursing facility	Subject to deductible (Limited to 30 days per individual per confinement)

Schedule of Benefits - HMO
 Group 890391 - SCHOOL DISTRICT OF COLBY
 Benefit Year: January 1st through December 31st
 Effective Date: 09/01/2011

SecurityHealthPlan.



www.securityhealth.org

Your Benefits	
Substance abuse services	
• Inpatient care	Subject to deductible
• Outpatient care	6 days covered at 100% per calendar year then subject to deductible
• Transitional care	15 days covered at 100% per calendar year then subject to deductible
Surgical services	Subject to deductible
Temporomandibular joint disorders or TMJ non-surgical treatment	Subject to deductible (Limited to \$1,250 maximum per individual per calendar year)
Transplant services	Subject to deductible
Vision examinations	Subject to deductible

Schedule of Benefits - HMO
Group 890391 - SCHOOL DISTRICT OF COLBY
Benefit Year: January 1st through December 31st
Effective Date: 09/01/2011



Pharmacy	
<ul style="list-style-type: none"> Up to 30 days worth of medication constitutes a 1-month supply. For most maintenance medications you may receive up to a 90-day supply and if applicable, 3 copayments and/or coinsurance and/or deductible will be assessed. Pharmacy mail service may supply maintenance medications in a 90-day supply and if applicable, 2 copayments and/or coinsurance and/or deductible will be assessed. Copayments and/or coinsurance and/or deductible will be assessed on oral anti-diabetic medications. 100% coverage for tier 1 and tier 2 Insulin and diabetic testing supplies. (Not subject to deductible, if applicable.) Insulin and diabetic testing supplies not listed on tier 1 or tier 2 of the Formulary Guide will require medical exception review from the Security Health Plan Pharmacy Services Department. (This does not include insulin pumps and related supplies. Please refer to the durable medical equipment section of the Schedule of Benefits for coverage.) 100% coverage for smoking cessation products, limited to 180 days per calendar year, as indicated in the Formulary Guide. Limited coverage for sexual dysfunction medications (e. g. Viagra®), as indicated in the Formulary Guide. Over-the-counter (OTC) medications are generally excluded; however, coverage may be provided for selected OTC medications with a prescription authorization, as indicated in the Formulary Guide. The use of a specialty pharmacy may be required for select medications, as indicated in the Formulary Guide. 	<p>\$20 copayment per tier 1 prescription or refill.</p> <p>\$40 copayment per tier 2 prescription or refill.</p> <p>\$60 copayment per tier 3 prescription or refill.</p>

Dependent Coverage
<p>Dependent children are covered from birth through the end of the month they attain the age of 26.</p> <p>After turning 26, dependent children are eligible through the earliest of 1) the end of the month they marry or 2) the end of the month they attain the age of 27 or 3) the end of the month in which they become eligible for coverage under a group health benefit plan offered by the child's employer for which the amount of the child's premium is no greater than the premium amount for his or her coverage as a dependent under this plan.</p> <p>In addition, a child who meets the criteria above and is a full-time student as defined in the Certificate has an extension past age 26 IF the child was called to federal active duty in the National Guard or in a reserve component of the U.S. armed forces while the child was under 27 years of age and attending, on a full-time basis, an institution of higher learning. Such extension ends on the date described in the full-time student definition in the Certificate.</p>

Waiting period for pre-existing condition
<ul style="list-style-type: none"> 0 months for new enrollees 18 months for late enrollees <p>Does not apply to children under 19 years of age.</p>

Wage Schedule

NON-EXEMPT(HOURLY) STAFF NOVICE PAY/ BASE PAY

Novice pay is the starting hourly rate. After six months of employment and a performance evaluation by the immediate supervisor indicating knowledge of tasks, training opportunities, and performance satisfaction, a recommendation can be made for a raise to base pay.

Employee Group	Novice Pay	Base Pay
Custodians	\$9.95	\$10.20
Food Service – Cooks	\$9.10	\$9.35
Food Service – Computer/Server	\$7.25	\$7.60
Instructional Aides	\$9.10	\$9.35
Media Aides	\$9.20	\$9.45
Secretaries	\$9.20	\$9.45

Colby School District
Support Staff Compensation Plan Adjustment

Date: _____

Employee: _____

Date of Application: _____

Position: _____

Date of Hire: _____

.....
Current Compensation Scale Placement:

\$ _____ Novice Pay Rate: \$ _____ /Hr. to Base Pay Rate \$ _____

\$ _____ Current Pay Rate + \$ _____ Performance Increment = \$ _____ /Hr. + _____ Skill Increment = \$ _____ /Hr.

.....
 EMPLOYEE APPLICATION FOR CONSIDERATION FOR ADDITIONAL COMPENSATION

SUPERVISOR'S RECOMMENDATION FOR CONSIDERATION FOR COMPENSATION PLAN ADJUSTMENT

 ___ Base Level – Evaluation Attached

 ___ Performance Level – Evaluation Attached

 ___ Skill Increment (Additional Training Documentation Attached)

 ___ Service Increment - Automatically Adjusted by District Payroll Office

 ___ Other (Change in Job Classification to: _____)

 ___ Other (Change in Hours to: _____)

 ___ Other (Please Specify: _____)

SIGNED: _____

.....
RATIONALE:

Approved

Not Approved

SIGNED: _____

Supervisor

DATE: _____

Colby School District
Support Personnel – Additional Training Record

Employee _____ Date Submitted _____

TRAINING REQUESTED: Workshop/Activity Description

Offered By: _____

Dates of Attendance/Study: _____ to _____

Number of Hours _____ [Attach Documentation of Hours Devoted to Activity/Study]

Payment: \$ _____ by Colby School District

\$ _____ by Participant*

.....
APPROVAL FOR TRAINING:

- Enrollment for Training is Authorized
- Training Qualifies for Salary Enhancement Upon Completion*
(See "Certification – Completion of Training" Below)

Supervisor Date

.....
CERTIFICATION - COMPLETION OF TRAINING

I hereby certify that I have completed the approved training program authorized above and have presented completion certification to my supervisor. Documentation of workshop/training activity is attached.

Signature of Employee Date

Training qualifies for salary schedule enhancement.

Supervisor's Signature Date

.....
FOR OFFICE USE ONLY - [To Be Recorded Upon Completion of Approved Training]:

Number of Hours Eligible for Salary Schedule Enhancement: _____

Date Recorded: _____

Approved – Building Administrator _____

Not Approved *

Signature

Date _____

Approved – District Administrator _____

Not Approved *

Signature

Date _____

RATIONALE:

* Applications or Recommendations that are not approved may be appealed to the next decision-level, District Administrator or Board of Education Personnel Committee.

Colby School District Extra-curricular Pay Schedule

(Extra pay computed on percentage of maximum amount on experience level)

		Base 0 to 3 Years \$1,931.00	Base 4 to 7 Years \$2,040.00	Base Over 7 Years \$2,217.00
FOOTBALL				
Varsity Head Coach	100%	\$1,931.00	\$2,040.00	\$2,217.00
Varsity Assistant Coach	83%	\$1,602.73	\$1,693.20	\$1,840.11
Ninth Grade Coach	74%	\$1,428.94	\$1,509.60	\$1,640.58
Middle School Head Coach	64%	\$1,235.84	\$1,305.60	\$1,418.88
Middle School Assistant Coach	46%	\$888.26	\$938.40	\$1,019.82
Pre-School FB - Coaching Per Day (WIAA Regs)		\$20.00	\$20.00	\$20.00
CROSS COUNTRY				
Head Coach	96%	\$1,853.76	\$1,958.40	\$2,128.32
Assistant Coach	83%	\$1,602.73	\$1,693.20	\$1,840.11
Middle School Head Coach	64%	\$1,235.84	\$1,305.60	\$1,418.88
Pre-School CC - Coaching Per Day (WIAA Regs)		\$20.00	\$20.00	\$20.00
VOLLEYBALL				
Varsity Head Coach	96%	\$1,853.76	\$1,958.40	\$2,128.32
Varsity Assistant Coach	83%	\$1,602.73	\$1,693.20	\$1,840.11
Ninth Grade Coach	74%	\$1,428.94	\$1,509.60	\$1,640.58
Middle School Head Coach	64%	\$1,235.84	\$1,305.60	\$1,418.88
Middle School Assistant Coach	46%	\$888.26	\$938.40	\$1,019.82
Pre-School VB - Coaching Per Day (WIAA Regs)		\$20.00	\$20.00	\$20.00
SWIMMING				
Varsity Head Coach - Boys or Girls	96%	\$1,853.76	\$1,958.40	\$2,128.32
Varsity Assistant Coach - Boys or Girls	83%	\$1,602.73	\$1,693.20	\$1,840.11
Middle School Coach	64%	\$1,235.84	\$1,305.60	\$1,418.88
Pre-School Swim - Coaching Per Day (WIAA Regs)		\$20.00	\$20.00	\$20.00
BASKETBALL - BOYS				
Varsity Head Coach	114%	\$2,201.34	\$2,325.60	\$2,527.38
Varsity Assistant Coach	89%	\$1,718.59	\$1,815.60	\$1,973.13
Ninth Grade Coach	80%	\$1,544.80	\$1,632.00	\$1,773.60
Middle School Head Coach	64%	\$1,235.84	\$1,305.60	\$1,418.88
Middle School Assistant Coach	46%	\$888.26	\$938.40	\$1,019.82
Vacation BB - Coaching Per Day (WIAA Regs) (maximum of four (4) days per season)		\$20.00	\$20.00	\$20.00
BASKETBALL - GIRLS				
Varsity Head Coach	114%	\$2,201.34	\$2,325.60	\$2,527.38
Varsity Assistant Coach	89%	\$1,718.59	\$1,815.60	\$1,973.13
Ninth Grade Coach	80%	\$1,544.80	\$1,632.00	\$1,773.60
Middle School Head Coach	64%	\$1,235.84	\$1,305.60	\$1,418.88
Middle School Assistant Coach	46%	\$888.26	\$938.40	\$1,019.82
Vacation BB - Coaching Per Day (WIAA Regs) (maximum of four (4) days per season)		\$20.00	\$20.00	\$20.00

WRESTLING

Varsity Head Coach	108%	\$2,085.48	\$2,203.20	\$2,394.36
Varsity Assistant Coach	83%	\$1,602.73	\$1,693.20	\$1,840.11
Assistant Coach	74%	\$1,428.94	\$1,509.60	\$1,640.58
Middle School Head Coach	64%	\$1,235.84	\$1,305.60	\$1,418.88
Middle School Assistant Coach	46%	\$888.26	\$938.40	\$1,019.82
Vacation WR - Coaching Per Day (WIAA Regs) (maximum of four (4) days per season)		\$20.00	\$20.00	\$20.00

TRACK - BOYS & GIRLS

		0-3 Years	4-7 Years	Over 7 Years
Varsity Head Coach	94%	\$1,815.14	\$1,917.60	\$2,083.98
Varsity Assistant Coach	82%	\$1,583.42	\$1,672.80	\$1,817.94
Middle School Head Coach	64%	\$1,235.84	\$1,305.60	\$1,418.88
Middle School Assistant Coach	46%	\$888.26	\$938.40	\$1,019.82
Post School Track - Coaching Per Day (WIAA Regs)		\$20.00	\$20.00	\$20.00

BASEBALL

Varsity Head Coach	94%	\$1,815.14	\$1,917.60	\$2,083.98
Varsity Assistant Coach	79%	\$1,525.49	\$1,611.60	\$1,751.43
Post School BB - Coaching Per Day (WIAA Regs)		\$20.00	\$20.00	\$20.00

GOLF

Varsity Head Coach	94%	\$1,815.14	\$1,917.60	\$2,083.98
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SOFTBALL

Varsity Head Coach	94%	\$1,815.14	\$1,917.60	\$2,083.98
Varsity Assistant Coach	79%	\$1,525.49	\$1,611.60	\$1,751.43
Post School SB - Coaching Per Day (WIAA Regs)		\$20.00	\$20.00	\$20.00

Annual Advisor	60%	\$1,158.60	\$1,224.00	\$1,330.20
Annual Assistant Advisor	30%	\$579.30	\$612.00	\$665.10
Athletic Director	100%	\$1,931.00	\$2,040.00	\$2,217.00
Band Instructor	46%	\$888.26	\$938.40	\$1,019.82
Cheerleading/Pom Pon Advisor - per season	22%	\$424.82	\$448.80	\$487.74
Chess Team Advisor *	24%	\$463.44	\$489.60	\$532.08
Drama Advisor	65%	\$1,255.15	\$1,326.00	\$1,441.05
Assistant Drama Advisor	46%	\$888.26	\$938.40	\$1,019.82
Fall Play Instrumental Director	24%	\$463.44	\$489.60	\$532.08
Fall Play Music Director	24%	\$463.44	\$489.60	\$532.08
FBLA Head Advisor	38%	\$733.78	\$775.20	\$842.46
FBLA Assistant Advisor	28%	\$540.68	\$571.20	\$620.76
FFA Advisor	38%	\$733.78	\$775.20	\$842.46
Assistant FFA Advisor	28%	\$540.68	\$571.20	\$620.76
FCCLA Advisor	32%	\$617.92	\$652.80	\$709.44
Foreign Language Advisor	32%	\$617.92	\$652.80	\$709.44
Forensics Advisor	55%	\$1,062.05	\$1,122.00	\$1,219.35
Forensics Assistant Advisor	24%	\$463.44	\$489.60	\$532.08
Madrigal Director	25%	\$482.75	\$510.00	\$554.25
Math Team Advisor *	24%	\$463.44	\$489.60	\$532.08
Newspaper Advisor	90%	\$1,737.90	\$1,836.00	\$1,995.30
NHS Advisor - HS	24%	\$463.44	\$489.60	\$532.08
NHS Advisor - MS	12%	\$231.72	\$244.80	\$266.04
Prom Head		\$250.00	\$250.00	\$250.00

Skills USA Advisor	32%	\$617.92	\$652.80	\$709.44
Skills USA Ass't	28%	\$540.68	\$571.20	\$620.76
Special Olympics - Head Coach (3 seasons)	30%	\$579.30	\$612.00	\$665.10
Special Olympics - Ass't Coach (3 seasons)	20%	\$386.20	\$408.00	\$443.40
Steering Committee - Elementary, MS, HS	24%	\$463.44	\$489.60	\$532.08
Student Advisor - Academic Competition *	24%	\$463.44	\$489.60	\$532.08
Student Senate Advisor - HS	40%	\$772.40	\$816.00	\$886.80
Student Senate Advisor - MS	12%	\$231.72	\$244.80	\$266.04
Swing Choir Advisor	24%	\$463.44	\$489.60	\$532.08
Synchronized Swim Head	45%	\$868.95	\$918.00	\$997.65
Synchronized Swim Assistant	20%	\$386.20	\$408.00	\$443.40
Teacher Mentors	25%	\$482.75	\$510.00	\$554.25
Wellness Coordinator	32%	\$617.92	\$652.80	\$709.44

* Interscholastic Competition

Curriculum Study	\$ 12.50 per hour
Homebound Instruction	\$ 12.50 per hour
Summer School / Extended Contract	\$ 24.00 per hour
Teacher Substituting in a Class	\$ 7.50 for 1 - 30 minutes \$ 15 for 31 - 60 minutes
Event Supervisor (Crowd Control)	\$ 9.00 per hour
Ticket Takers, Ticket Sellers, Timers	\$ 9.00 per hour
Scorekeepers, Yard Keepers, Down Keepers (per athletic event)	
Chaperones	\$ 20.00 per trip for 0 - 30 miles \$ 25.00 per trip for over 30 miles
(for any approved bus trip at a time other than during regular school hours)	

Colby School District

Teacher Substitute Pay Schedule

CATEGORY	WAGE
Short-Term Per Diem Substitute	\$90/Day
Long-Term Per Diem Substitute (If employee works more than ten (10) days in the same position, then the long-term rate applies beginning with the first day, unless such long-term is known in advance, in such case payment will begin on first day.)	\$156.30/Day
Homebound or Alternative Site Instruction	\$12.50/Hour
Voluntary Assignment During Lunch Period	\$15/Hour

Colby School District

Support Staff Substitute Pay Schedule

CATEGORY	HOURLY RATE
Custodian	\$8.95
Food Service – Computer/Server	\$7.25
Food Service – Cook	\$8.10
Instructional Aides	\$8.10
Media Aides	\$8.20
Secretaries	\$8.20

DRAFT 2012-13 Colby School District Calendar

August					September					October				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3						1	2	3	4	5
6	7	8	9	10	3 ^H	4	5	6	7	8	9	10	11 ^{PT}	12
13	14	15	16	17	10	11	12	13	14	15	16	17	18	19
20	21	22 ^{NT}	23 ^{NT}	24	17	18	19	20	21	22	23	24	25	26
27	28	29 ^{IN}	30 ^{IN}	31	24	25	26	27	28	29	30	31		

November					December					January				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		1	2	3	4
5	6 ^{Q1}	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21 ^{IN}	22	23	24	25	26	27	28	21	22 ^{Q2}	23	24	25 ^{IN}
26	27	28	29	30	31					28	29	30	31	

February					March					April				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1					1	1	2 ^{MU}	3	4 ^{Q3}	5
4	5	6	7	8	4	5	6	7 ^{PT}	8	8	9	10	11	12
11	12	13	14	15	11	12	13	14	15	15	16	17	18	19
18	19	20	21	22	18	19	20	21	22	22	23	24	25	26
25	26	27	28		25	26	27	28 ^{MU}	29	29	30			

September 4, 2012 Students' First Day of School
 [] No School for Students
 (Q – November 6, January 22, April 4, and June 7) End of Quarter/Semester
 IN Inservice for Teachers
 NT New Teacher Inservice Day
 MU Weather Make Up Day
Late Start schedule for EACH Monday – 1 hour late for students.
 EARLY dismissal (12:30) on Oct. 11th and March 7th for P/T Conferences & June 7th
 May 24, 2013 Graduation
 June 7, 2013 Students' Last Day of School

May				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 ^H	28	29	30	31

Student Instructional Days (45 + 45 + 45 + 45)..... 180
 Parent/Teacher Conferences –
 Oct. 11th and March 7th from 1:00 to 4:00 and 5:00 to 8:45.....2.0
 Inservice (August 29, 30, Nov. 21, and Jan. 25).....4.0
 Teacher Holidays2.0
Total188

June				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

No School for Students
 Sept. 3
 Oct. 12
 Nov. 21, 22, 23
 Dec. 24, 25, 26, 27, 28, 31
 Jan. 1 & 25
 Feb. 15
 March 8, 28, 29
 April 1 & 2
 May 27

Parent Teacher Conferences
 Oct. 11th from 1:00 to 4:00 and 5:00 to 8:45
 March 7th from 1:00 to 4:00 and 5:00 to 8:45

Snow / Inclement Weather or Health Related Cancellation
 The first (1) day lost to such would not be rescheduled.
 The second (2) would be made up on April 2, 2013
 The third (3) would be made up on March 28, 2013

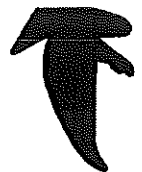
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SCHOOL DISTRICT OF ABBOTSFORD

Visit Our Website at <http://www.abbotsford.k12.wi.us>

OUR CHILDREN. OUR FUTURE

510 WEST HEMLOCK STREET
ABBOTSFORD WI 54405



GREGORY DOVERSPIKE

Middle/High School Principal
PO Box 70
Telephone: (715) 223-2386
Fax: (715) 223-3986

REED WELSH

District Administrator
PO Box 70
Telephone: (715) 223-6715
Fax: (715) 223-4239

GARY GUNDERSON

Elementary School Principal
PO Box A
Telephone: (715) 223-4281
Fax: (715) 223-0691

Date: March 13, 2012

To: Mike Dailey, Athens Superintendent
Steve Kolden, Colby Superintendent
Cale Jackson, Loyal Superintendent
Mike Endreas, Spencer Superintendent
Scott Winch, Stratford Superintendent

From: Reed Welsh, Abbotsford Superintendent

RE: 66.0301 Agreement
NTC Marketing Academy Program

Dear Colleagues:

Enclosed please find the 66.0301 Agreement for the 2012-2013 NTC Marketing Academy. I am including this on the March agenda for approval. Abbotsford will continue to host the Marketing Academy Program.

Because costs are pro-rated based on the number of students and days enrolled in the program, I realize it is difficult to zero in on anything specific for budgeting purposes. I have included a projected costing for your review.

It is my hope that the districts are satisfied with the arrangement and has been a positive delivery of an instructional alternative opportunity for your students. If you have any questions, please give me a call at 715-223-6715.

Sincerely,

Reed Welsh
District Administrator
School District of Abbotsford

Pc: Abbotsford Board of Education

**66.0301 AGREEMENT –MARKETING FUNDAMENTALS CERTIFICATE/NTC
2012-2013 SCHOOL YEAR**

Pursuant to Wisconsin Statutes **66.0301, 120.25** and Department of Public Instruction **Chapter PI-14.02**, the School Districts of **ABBOTSFORD, ATHENS, COLBY, LOYAL, SPENCER and STRATFORD** have agreed to form a consortium for the purpose of providing services to students in an Marketing Fundamentals Certificate coordinated by North Central Technical College

Description of the Program (PI-14.02 (b)):

- The Abbotsford School District personnel will provide assessment, placement, programming and instruction.
- Copies of paperwork will be provided to the resident district. Personnel will present to the Board of Education upon request.

Fiscal Agent (PI-14.02 (c) 1,2,3):

- The Abbotsford School District is the "employer" for purposes of compliance with s.111.70 (teacher's retirement, worker's compensation, and unemployment insurance).
- The Abbotsford School District is the fiscal agent and will establish and maintain records in accordance with the uniform financial accounting system prescribed by the department under s.115.28 (13); file all required financial reports with the Department of Public Instruction; Upon request of the department, file a copy of the contract and the plan of operation with the department.

Transportation (PI-14.02 (g)):

- Each home district providing transportation for their students will keep all eligible transportation aid. This aid is not part of the shared costs or expenses.

Pupil Membership (PI-14.02 (f)):

- The Abbotsford, Colby, Loyal, Spencer, and Stratford School Districts will claim respective attending students as residents and receive the equalization aid for them, subject to the annual reconciliation described in the following section.
- For the purpose of DPI Pupil Count reporting (PI 1563), each district will count their attendees of the Entrepreneurships Certificate as residents of the district.

Budget Reconciliation (PI-14.02 (f)(h)):

- The Abbotsford School District will prepare a preliminary budget for costing. The Abbotsford School District will invoice 50% at the end of first semester and 50% in May, with actual and final reconciliation prior to June 30, 2011.
- Each participating school district will pay a two thousand dollar (\$2000.00) commitment/participation fee.
- The balance of the program costs (beyond the total generated by the commitment/participation fee will be prorated based on the number of pupils from each school district participating in the cooperative program. The prorating of costs to each participating school district shall be made on a basis, which is fair and equitable to each participating school district, to all wages, benefits, supplies, textbooks, and established transportation costs.
- Enrollment to begin a semester, constitutes a full semester commitment in the per-pupil prorating of costs.
- The participating districts will share the costs of a .5 FTE instructor calculated on the Master Agreement between the School District of Abbotsford Board of Education and the Abbotsford Education Association.
- Budget variations shall require prior approval from each school board.

Miscellaneous Provisions:

- Each district will name a contact person. **(Identified Below as Superintendent)**
- Each district will be responsible for providing its own annual report detail relating to student achievement, state assessment, etc. and provide copies of those reports to the other districts.

NEW SCHOOL BOARD MEMBER ORIENTATION

The Board of Education and the administrative staff shall assist each new member in understanding the functions, duties, policies, procedures and practices of the Board. The following is only a guideline and other information may be added.

New Board members shall receive those materials as identified by the Board. If the member does not have internet access or would prefer a hard copy of policies, a policy book will be provided. In addition, the District Administrator and Board vice president shall:

1. Meet with the new Board member to discuss the district administrator's relationship to the Board, the educational philosophy of the district, and details of the operation of the school district.
2. Arrange an opportunity for the new Board member to visit each school and meet the administrative staff.
3. Review with the new Board member the Board meeting agenda, including background materials and the procedure used at Board meetings.
4. Explain what materials are available to Board members and the procedures to be used in obtaining information from the district administrator.
5. Suggested topics may include, but are not limited to:
 - How to place an item on the agenda
 - How to call a special meeting
 - The use of legal services
 - The use of secretarial staff
 - The procedure for visiting schools by the public
 - Review student achievement data and trends
 - Review of the Policy Book
 - Review policies and procedures for Board expense reimbursement
6. Explain the function and services of the Wisconsin Association of School Boards and the Cooperative Education Service Agency.
7. Familiarize the new Board member with his/her general duties and responsibilities as well as Board member ethical standards.
8. Discuss preparation of the annual budget, monthly financial reports and district purchasing procedures.
9. Brief the new Board member on the status of current negotiations, district staffing needs and the procedure for handling public complaints about district personnel.
10. Discuss the district's curriculum development and review of academic support.
11. Discuss the district's non-academic services.

Beyond this, the new Board member is encouraged to take the initiative in seeking out further information that may be needed.

APPROVED:

BOARD MEMBER COMPENSATION AND EXPENSE PAYMENTS TO BOARD MEMBERS

- A. A School Board member may be paid for each regular, special or committee meeting of the Board attended as a member or when attendance is authorized by Board action.
- B. Any Board member, while representing the school board at a meeting as official representative, is eligible for reimbursement of expenses.
- C. Multiple meetings requiring a single trip will be compensated as a single meeting.
- D. Board member compensation will be determined at the School District annual meeting.
- E. Compensation for the President, Clerk and Treasurer of the Board of Education will be determined at the Annual Meeting.

LEGAL REFERENCE: Wisconsin Stats. 120.10(3), (4); 120.13(16), (32)

TEACHING ABOUT CONTROVERSIAL ISSUES

The mission of the Colby school district, in part, is to prepare young people to be lifelong learners, caring individuals and responsible citizens. In order to fully realize that mission, it may be necessary for students to study issues that are controversial in nature. Free discussion of such issues is vital to students' learning, critical thinking development, and understanding of the American democratic system as it pertains to academic freedom.

An issue can be defined as controversial when opposing views, thoughts or opinions are expressed, based on an individual's personal interests, beliefs, core values and/or group affiliations.

Academic freedom is essential to the fulfillment of the purposes of the district. Educators shall be protected from censorship or restraint that unreasonably interferes with their obligation to expose students to those controversial issues that are relevant to the subject matter being studied. The end goal is to aid students in formulating and expressing their own views on such issues.

The educator's responsibility is to present topics/issues in an objective, well-informed manner. The district recognizes that any educator has the right to hold his/her own opinions on an issue and to express those opinions. The educator also has the responsibility to inform students that such expression is solely a personal opinion and not a statement of fact.

The following should serve as guidelines for handling controversial issues:

1. The issue being one which is suitable for the maturity level and backgrounds of students.
2. The issue being one which is important and likely to be of continuing significance.
3. The issue being one for which adequate human and/or material resources are available.
4. The issue being one which is relevant in terms of predesignated course content.
5. Administrative and staff procedures as provided in the district handbook and policy.

The teacher who is in doubt concerning the advisability of discussing certain issues in the classroom is expected to consult with the building principal or, in the case of extracurricular, with the activities director. Similarly, they may consult with the teacher about these issues. If the teacher and principal or activities director are unable to agree, the issue may be referred to the district administrator or his/her designee for action. It is the responsibility of the teacher or advisor to get authorization from the building principal when a nonteaching or nonstudent speaker(s) is going to discuss a controversial issue or when a topic of uncertain propriety is going to be discussed.

LEGAL REFERENCE: Sections 115.28(31) Wisconsin Statutes
118.01
118.019
121.02(1)(h)

Pi 8, Wisconsin Administrative Code 41 20 U.S.C. 1232 h

OPEN ENROLLMENT POLICY

The School District of Colby will accept/enroll non-resident students into its schools and programs on a full-time or part-time basis according to the following procedure and criteria and all applicable state law and DPI administrative rules. In addition, the Board will allow the transfer of resident students, under conditions and limitations set forth below, to other school district, in accordance with this policy and applicable law and regulation. In this policy, a resident student is defined as a student who lives in the Colby School District and a non-resident student is defined as a student who lives outside of the boundaries of the Colby School District.

APPLICATION ACCEPTANCE/REJECTION CRITERIA FOR NON-RESIDENT STUDENTS SEEKING ENROLLMENT IN COLBY SCHOOLS ON A FULL-TIME OR PART-TIME BASIS

The Board will make its decision to accept or reject each application for enrollment based on:

- a. Preference given to full-time non-resident students already attending schools in the district and reserving space for their siblings.
- b. The timely submittal of the required application. Applications for full-time enrollment must be submitted on DPI forms **within the open enrollment period identified by the State of Wisconsin.** ~~between the first Monday of February and the third Friday following the first Monday of February.~~ Applications for part-time open enrollment must be submitted on DPI forms not later than six weeks prior to the date the course(s) requested is scheduled to convene. Untimely applications will not be processed, nor will the review process be delayed by failure to submit supporting documentation.
- c. For full time applicants availability of space in the schools, programs, classes, or grades, including class size, student/teacher ratios, and enrollment projections. The Board will give preference in attendance in a course to resident students over non-resident student applications for part-time enrollment.
- d. Whether the full-time student applicant has been expelled by any school district during the current school year or preceding two school years for specified conduct or whether disciplinary procedures are pending on specific conduct. Such conduct includes endangering the health, safety or property of others, conveying or causing to be conveyed a "bomb" threat involving school property, and possessing a dangerous weapon while at school or under the supervision of a school authority. The Board may deny the enrollment of a non-resident student after initial acceptance of the student if any of the above disciplinary actions occur after acceptance and prior to the beginning of the school year in which the student first enrolls in the district.
- e. Whether or not the applicant for part-time open enrollment meets the established prerequisite requirements of the particular course(s) applied for.
- f. Whether the special education program(s) or related services described in the full-time applicant's IEP are available in the district or whether there is space available in the special education program identified in the student's IEP, including any class size limits, student-teacher ratios, or enrollment projections established by the Board. If a non-resident full-time applicant's IEP changes after the student begins attending the district and the special education program or services required by that IEP are not available in the district or there is no space available in the special education program identified in the IEP, the district may require the non-resident to return to his/her resident school district which will be responsible for providing the educational program of the student.
- g. Whether the non-resident student has been screened by his/her resident district to determine if there is reasonable cause to believe that the student is a child with EEN.

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REVISED:

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- h. Whether the student has been reported or identified as having possible EEN but not yet been evaluated by a multidisciplinary team or IEP team in the student's resident district.
- i. Whether the student's resident school district offers the same type of pre-kindergarten, kindergarten or early childhood program the student applicant is seeking enrollment in.
- j. Whether the district has determined that the student was habitually truant from the District during any semester of attendance at the District in the current or previous school year. If this determination has been made, the District may prohibit the student from attending school in the district under the full-time public school open enrollment program in the succeeding semester or school year.

The Board will assign students accepted under the open enrollment program to a school or program within the district. The Board will give preference in attendance at a school, program, class, or grade to resident students who live outside the school's attendance area.

STUDENT OPTIONS FOR PART-TIME ENROLLMENT

Part-time enrollment options are available only to resident and non-resident high school students. Non-resident high school students, resident private school students and resident students enrolled in home-based private educational programs may be allowed to enroll in up to two (2) courses in any nonresident district. The District may reject the application of a resident EEN student for part-time enrollment in a non-resident district's course(s) if the course(s) requested conflicts with the EEN student's IEP. The Board may reject the application of a resident student for enrollment in a non-resident course if the cost of the course would impose an undue financial burden on the Board.

Students wishing to enroll as a part-time open enrollment student must apply no later than six (6) weeks prior to the scheduled start of the course. Prior to the start of the course, the parent or guardian of the student must notify the school district of the accepted student's intent to attend the course.

If either the non-resident or resident school district rejects an application, the student's parent or guardian may appeal the decision to the DPI within 30 days.

REAPPLICATION REQUIREMENTS FOR NON-RESIDENT STUDENTS ENROLLED IN COLBY SCHOOLS

The Board may require non-resident students already accepted for enrollment to reapply not more than one time, either before the student enters the middle school grades or before entering the high school.

RESIDENT STUDENT TRANSFER LIMITATIONS

The Board will limit the number of resident students attending school in another district to three percent of the Board's projected enrollment in 1998-99, four percent in 1999-2000, five percent in 2000-01, six percent in 2001-02, seven percent in 2002-03, eight percent in 2003-4, nine percent in 2004-05, and ten percent in 2005-06 and each school year thereafter.

If more resident students apply for transfer than the maximums indicated above, the Board will determine, on a random basis, which students will be allowed to attend other public school districts. Preferences will be given in such situations to students who are already attending school in the district to which they are applying and to the siblings of such students.

The Board may deny attendance in another school district if costs of special education services required in the student's IEP would place an undue financial burden on the Board. If a resident student's IEP changes after the student begins attending a non-resident school district and the costs of the special education program or

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REVISED:

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services provided by the IEP would place an undue financial burden on the Board, the Board may withdraw its approval of the student's attendance in the nonresident district.

A resident student who moves out of the school district during the school year will be allowed to complete the school year at the school the student was attending without payment of tuition by completing a tuition waiver application. If the student wishes to attend the school district in the following year, the student must apply for enrollment under the open enrollment procedures.

TRANSPORTATION ARRANGEMENTS

The parents or guardians of students attending non-resident school districts are responsible for student transportation to and from the school or program in the non-resident school district. If the student has EEN and transportation is required in the student's IEP, the non-resident school district is responsible for the student's transportation in accordance with state statutes.

RIGHTS AND RESPONSIBILITIES OF NON-RESIDENT STUDENTS

A non-resident student attending Colby Schools has all the rights, privileges, and responsibilities of resident students and is subject to the same rules and regulations that apply to resident students. Eligibility for participation in inter-scholastic sports is determined according to WIAA rules and regulations.

NOTIFICATION OF ACCEPTANCE OR DENIAL OF APPLICATION

The Board will provide timely notification, as required by law and as applicable, to non-resident school districts, resident and non-resident students and/or their parents or guardians, when it accepts or denies a request for enrollment or transfer, either part-time or full-time. Where an application is denied by the Board, the notice will include reasons for the denial.

WAITING LIST

The District will use the received date on the application as a guideline for the acceptance and rejection criteria for the applications on the waiting list. The District will provide written notice of the students' acceptance or rejection from the waiting list. The parent must notify the district within 10 calendar days from the date the notice was mailed whether the student will or will not be attending.

LEGAL REFERENCE: Wisconsin Stats. 118.13, 118.51, 118.52, 121.54(10),
121.58(2)(a), Chapter 115, Sub-chapter V

DRUG-FREE WORKPLACE

The District shall maintain a drug-free, safe working environment for all employees. Therefore, the following actions shall be strictly prohibited by an employee in the workplace:

- a. the use, possession, distribution, transfer or sale of alcohol, other controlled or illicit mood altering drug or drug paraphernalia;
- b. the manufacture or dispensing of controlled or illicit mood altering drugs; and
- c. being under the influence of alcohol or other controlled or illicit mood-altering drug.

“Workplace” includes any school building or District property; any District owned vehicle or any other District approved vehicle used to transport students to and from school or District activities; or, off District property during any District sponsored or District approved activity, event or function where students are under the jurisdiction of the District.

All employees shall be expected to abide by provisions of this policy. In addition, employees engaged in the performance of a grant which is received directly from the federal government shall notify the district administrator of any criminal drug statute conviction occurring in the workplace within **three** ~~five~~ days of such conviction. The Superintendent shall notify the appropriate federal agency of the conviction.

A summary of this policy shall be published annually and distributed to all employees of the District. In addition, inservice programs shall be planned which inform employees about the dangers of drug and alcohol abuse in the workplace; other rehabilitation programs available; and, the penalties that may be imposed upon employees for drug or alcohol abuse policy violations.

LEGAL REFERENCE: Wisconsin Statutes Chapter 961
Drug Free Workplace Act of 1988
34 CFR Part 85, Subpart F (Regulations Implementing
Drug Free Workplace Act)

CROSS REFERENCE: ~~Current Employee Agreement(s)~~
Employee Handbook Part I, Section 3.14

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Colby School District Board of Education recognizes that staff members have civic responsibilities and/or rights, including the right to vote, to be an active member of the political party of their choice, to campaign for candidates for election to public office, and to seek, campaign for, and serve in public office.

In fulfilling their responsibilities as members of the staff, they shall refrain from exploiting their privilege of position. They shall not exploit students in any way for political purposes for themselves or for any party, candidate, or special interest group.

Political activities of staff members must be conducted outside of school hours and off school premises. They shall not use District facilities, equipment, or supplies in connection with their political activities.

Staff members must observe the following when exercising their civic rights and responsibilities:

1. There shall be no solicitation of support from staff or students during hours of employment with the district.
2. There shall be no use of school supplies, facilities or material for the promotion of political purposes other than that allowed through board policy.
3. There shall be no reconstruction of the curriculum so as to promote or exploit the staff person's political activities.
4. There shall be no interference with the performance of school work assignments.
5. There shall be no legal conflict of interest on the part of the employee or employees involved.
6. There is no detriment or negative modification to the student/teacher professional relationship.
7. No clear and present danger to the District is evidenced.
8. The District upholds participation in civic, service, social and fraternal organizations.
9. Acceptance of speaking engagements at meetings of civic and service organizations.
10. Advisors of school activities will refrain from involving students in events where their uniform or school designation denotes support for a political party or a political cause.

LEGAL REFERENCE: Wisconsin Stats. 11.36(5)

CROSS REFERENCE: Employee Handbook Part I, Section 3.33

STAFF GIFTS, REBATES AND DISCOUNTS

School employees shall not accept personal rebates, gifts, discounts, or other favors whenever school business is being carried on.

LEGAL REFERENCE: Wisconsin Stats. 19.59, 118.12, 946.10, 946.13

CROSS REFERENCE: Employee Handbook, Part I, Section 3.20

EMPLOYEE EMERGENCY SICK LEAVE POOL

Background

Several employees have expressed concern over the years about how to assist those employees who incur major health problems. Frequently these employees exhaust available sick leave before long-term disability thresholds are activated (60 days). Compassion toward coworkers stricken by such circumstances prompted the request to design a mechanism to establish an emergency sick leave pool to assist in such cases. Discussions with the Colby Education Association, Colby Board of Education Personnel Committee and representative administrators and support staff have developed the following proposal.

Establishing the Emergency Sick Leave Pool

Annually by October 1 Employees of the School District of Colby may designate that a contribution of from one or five sick days from any employee's personal sick leave account may be allocated to the District's Emergency Sick Leave Pool. By this donation, the employee relinquishes any and all subsequent claims to the sick days being designated to the District Emergency Sick Leave Pool. All employees are eligible to donate days to the Emergency Sick Leave Pool and all employees will be eligible to access sick days from the Emergency Sick Leave Pool whenever they may qualify.

All employee contributors will sign a statement stipulating their voluntary contribution of one to five days to the Emergency Sick Leave Pool for the designated school year, and acknowledging that each day contributed is surrendered with full knowledge of the post-retirement benefit value and impact.

The days contributed to the pool will remain available for employees' emergency use and the pool of unused sick days available for emergency use by employees will be carried to the subsequent year. If, upon evaluation and recommendation by the Emergency Sick Leave Pool Review Committee, the number of sick days available within the pool is deemed adequate for the school year, the Superintendent may declare a moratorium on contributions to the sick leave pool until such time as the unused sick days are depleted and a new contribution period is warranted.

The District's Administrative Assistant – Payroll maintains all employees' sick leave records and will also manage record keeping for the District's Emergency Sick Leave Pool. Annually by October 1, the Administrative Assistant-Payroll will report the number of accumulated days in the Emergency Sick Leave Pool to the **District Comptroller** ~~President of the CEA.~~

If, during the course of the school year the Emergency Sick Leave Pool is depleted [no additional sick days are available for employees' emergency use], the Superintendent may declare a two-week period whereby employees who desire to contribute to the pool again may certify one additional day as a contribution to the Emergency Sick Leave Pool for the current school year.

Accessing Sick Days from the Emergency Sick Leave Pool

When an employee is diagnosed with an illness or undergoes any accident, operation, or emergency circumstance for which sick leave would apply (excluding child rearing leave, unless other extenuating medical conditions are present) and for which the employee would be necessarily away from job tasks for ten days or more, the employee [or his designee] may make application for emergency sick leave days to the Superintendent who will forward this request to a meeting of the Emergency Sick Leave Pool Review Committee.

The person requesting days from the Emergency Sick Leave Pool must stipulate that all other leaves—personal leave, applicable emergency leave, and sick leave—will have been exhausted by the date for which the emergency sick leave pool days are requested.

Emergency Sick Leave Pool Review Committee

The Committee will consist of three members, including one representative from the Colby Education Association appointed by the organization's President, one support staff member appointed by the Superintendent, one principal appointed by the Superintendent, and the School District Comptroller, who will chair the Review Committee's deliberations.

The Emergency Sick Leave Pool Review Committee may allocate days from the Emergency Sick Leave Pool as requested by the employee until the employee qualifies for the District's long-term disability insurance.

The Review Committee will oversee all allocations of sick days from the Emergency Sick Leave Pool.

Appeal of Decisions Made by the Sick Leave Pool Review Committee

Appeals to decisions of the Emergency Sick Leave Pool Review Committee may be made only to the Board of Education's Personnel Committee in accordance with the District's normal due process timelines.

CROSS REFERENCE: ~~Master Agreement~~
~~Support Staff Compensation Plan~~
Policy #532.3 – Leaves and Absences
Employee Handbook Part I, Section 9.09

DISPOSAL OF EQUIPMENT AND MATERIAL POLICY

The Board shall dispose of surplus or obsolete equipment, materials or supplies no longer required to accomplish the mission of the school system. Action to dispose shall be taken when equipment, materials or supplies meet one or more of the following criteria:

- Designated obsolete by the District Administrator.
- Found to be in violation of ordinance or statute.
- Exist in quantities exceeding the possibility of effective educational use by the District.
- Are educationally unsound, out of date, inaccurate or in unusable condition.

Textbooks, library books, and other instructional materials no longer needed or outdated by the district are to be disposed of by sale, scrapping, recycling, or incinerating.

~~Furniture and equipment~~ Items no longer needed by the district are to be disposed of by making them available by periodically holding public sales.

Non-saleable items will be sold for salvage or destroyed.

All monies received from the sale of these items or salvage materials will be deposited in the General Fund.

The Board shall be informed of all transactions involving obsolete equipment and supplies.

The Board will seek approval ~~at~~ of each annual meeting for authorization to dispose of public property.

LEGAL REFERENCE: Wisconsin Stat. 120.10(12)

SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences which can be prevented and which often result in bodily harm, loss of school time, property damage, possibly expensive legal action, and even death. Thus it shall be policy to take every reasonable precaution for the safety of the students, employees, visitors, patrons, and all others having business with the school district. The Board of Education believes that safety education and accident prevention are important to everyone concerned with our schools, not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times. Safe and healthful facilities are the responsibility of everyone.

A school crisis plan shall be developed and in effect in each District school to provide as safe an environment as possible for students, employees and citizens while they are present on school premises or participating in school-sponsored activities.

Employees are responsible to report workplace safety concerns to their direct supervisor.

In accordance with state law employees will annually update required fire extinguishers, AHERA, blood born pathogens, asbestos, and AED defibrillator equipment. The crisis plan will be reviewed annually. Hazardous material documents will be stored in appropriate designated areas in each building.

LEGAL REFERENCE: Wisconsin Stats. 118.07, 120.12(26), 121.02(1)(i)
Wisconsin Administrative Code – PI 8.01

CROSS REFERENCE: Exhibit #522.1 - AHERA / Right-to-Know / Drug-free Workplace
School Crisis Plan
Employee Handbook Part I, Section 5